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Volume 6

Oil and Gas Program

For:

U.S. Department of the Interior  
Bureau of Land Management  
ALMRS-GIS Project Office - DSC  
Denver Federal Center  
Denver, Colorado 80225

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## CHAPTER 1

### INTRODUCTION

This document describes the current system for processing oil and gas leases pursuant to the following sections of the 43 CFR (Code of Federal Regulations):

1. 3100 - Onshore Oil and Gas Leasing: General
2. 3110 - Noncompetitive Leases
3. 3120 - Competitive Leases
4. 3130 - National Petroleum Reserve--Alaska
5. 3160 - Onshore Oil and Gas Operations
6. 3180 - Onshore Oil and Gas Unit Agreements--Unproven Areas

Oil and Gas leasing contains the procedures for conducting oil and gas geophysical exploration operations on the public lands. The oil and gas case type contains the requirements under section 3100 of 43 CFR, except for 3140 Combined Hydrocarbon Leasing.

In this document, the term Docket is used in a general manner. In effect, there are many different files that are called Docket, but in the field they are kept separate from the formal BLM Docket area. For example, at a District or Area office, Case Files might be kept locked in a Mineral Vault or in a file cabinet to protect the proprietary information contained therein. Thus, what may be called a well file in the field will be called Docket in this document.

This document is organized as follows: Chapter 1 - Introduction explaining the scope and structure of the document and describing oil and gas processing; Chapter 2 - Data Flow Diagrams (DFDs) illustrating the current method of processing for the oil and gas program; Chapter 3 - Process List providing an

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alphabetical list of processes defined, their level, and the page references for each process in the DFDs and the input/process/output narratives if the process is at a primitive level; Chapter 4 - Input/Process/Output Narratives (IPOs) describing each process primitive in detail including definitions of steps taken or decisions made; and Chapter 5 - Data Dictionary and Cross Reference List defining all data flows appearing on the DFDs.



## INTRODUCTION

### OIL AND GAS PROGRAM

The Oil and Gas Program consists of two major procedures: Prelease Adjudication and Post Lease Operations.

#### PRELEASE ADJUDICATION

Prelease Adjudication includes all processing of lease related procedures leading up to the actual granting of the lease. The processes described in this volume apply to all areas under BLM jurisdiction. However, a special note is necessary to describe the particular relationship of Alaska to these processes. Alaska is represented in both the noncompetitive and competitive oil and gas program. No distinct differences exist between Alaska and the lower 48 programs. The leasing of the National Petroleum Reserve in Alaska is also represented. Although the reserve is a competitive program, it does have some distinct differences from the regular competitive program in Alaska. By the Appropriations Act of 1901 the National Petroleum Reserve in Alaska was opened to competitive leasing. Neither in that act, nor by the regulations implementing this act, is there any authority to allow noncompetitive leasing in the reserve. This means the lands cannot be leased OTC or SIMO, only offered on another sale. To date the National Petroleum Reserve in Alaska is the only reserve of the four reserves in the United States which allows leasing. The Alaska reserve comprises 23 million acres.

#### Noncompetitive Leasing

The noncompetitive program is a two-tiered program consisting of the Over-The-Counter (OTC) process and the Simultaneous Oil and Gas program.

Over-The-Counter Leasing - Noncompetitive Over-The-Counter offers for leasing oil and gas are filed under the authority of the Mineral Leasing Act of 1920, Mineral Leasing Act for Acquired Lands, the Alaska National Interest Lands Conservation Act, Federal Land Policy and Management Act of 1976, and Omnibus Budget Reconciliation Act of 1981.

The Over-The-Counter leases are issued under the provision of 43 CFR 3111, and, generally, the lands have never been leased previously or have been offered under 43 CFR 3112 and have received no applications.

Noncompetitive Over-The-Counter leases are first formed when an individual or firm becomes interested in a parcel of public land and applies to the BLM for a lease. If the land is not a proven field, and it is not "withdrawn" for public purposes, a lease is awarded. If production has not been established on the lease, the lease is not committed to a producing unit or communitization agreement, or drilling has not begun, or at the least, drilling is not underway at the end of ten years, the lease expires. Other reasons for expiration may be voluntary relinquishment, cancellation, or termination for nonpayment of rent.

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Upon termination, relinquishment, cancellation, or expiration, the law requires that the lease be offered noncompetitively for simultaneous filing by the public.

Maximum size for a lease is 10,240 acres. For ease of administration, smaller previous units are sometimes combined into larger units for the simultaneous offering.

Under the OTC process, a lease is issued to the first qualified applicant; these lands may or may not have been previously under lease. Offers are made on Public Domain and Acquired Lands. Priority of an offer will be determined as of the time and date the offer is filed in the proper BLM office. Simultaneous filed offers are those offers to lease which are received in the same mail or over-the-counter at the same time or during the period established by an opening order or similar notice. Priority of the offers to the extent of the conflicts between them shall be determined by drawing in accordance with 43 CFR 1821.2-3 (a drawing open to public view). The noncompetitive program does not apply to lands within a Known Geological Structure (KGS), and no offer may include both public domain and acquired lands.

**SIMO Leasing Program** - The simultaneous oil and gas offering is a bi-monthly, non-competitive sale by the Bureau of Land Management of parcels of land in "unproven" areas. By "unproven" it is meant that the land is not known to contain an oil or gas bearing formation--Known Geological Structure (KGS). Noncompetitive simultaneous leases are not offered in producing fields.

Each applicable State Office will develop a SIMO Parcel List every two months which will be sent to the Wyoming State Office. The Wyoming State Office will compile these lists into one complete SIMO Parcel List and conduct the drawing. After the drawing, the Final Results List is sent to the State Office where the SIMO lease is issued.

**Wyoming SIMO Process** - The SIMO Lease computerized system is run by the Wyoming State Office maintained by the Denver Service Center (DSC). Because of the nature of the drawing, security must be maintained for all SIMO application data until after the drawing results are made public.

The Honeywell computer at the DSC uses information from the Optical Mark Reader (OMR) to make two data files, name and address, and drawing information. The computer reads the unique number assigned to the application by the OMR and all the parcels applied for by the applicant. The computer then places this unique number in a storage position under the parcels corresponding to the ones marked on the Part B application. This process is repeated for each application. Unique numbers are used in place of names to ensure an impartial drawing.

The actual drawing or application selection is accomplished by the BLM's computer. The computer makes a random selection, based on a complex formula, for each parcel of land. Noncompetitive "SIMO" leases are issued for a period

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of ten years. First year annual rental is due with the application and the annual rental is due on or before the anniversary date of the lease.

A single application will be randomly selected for each numbered parcel in accordance with 43 CFR 3112. If the application selected is deemed rejectable/unacceptable under the regulation, a selection from the remaining applications will take place.

Posting land parcels available for drawing will be accomplished on the first working day of February, April, June, August, October, and December.

If no application is received for a parcel during the filing period, the lands will be available for Over-The-Counter Offers leasing under 43 CFR 3111. Such lands will become available on the first day of the month following the posting of the results of the selection in the appropriate State office. Where one or more applications are received for a particular parcel and no lease issues as a result of such filing, the lands will be offered again on the simultaneous list and be subject to leasing in accordance with 43 CFR 3112.

Each participant will receive by mail a Simultaneous Oil and Gas Status Notice showing the status of each parcel they applied for in the drawing. A Final Results List showing the results of all other parcels is also available.

### Competitive Leasing Program

The competitive lease program involves a parcel of land within a Known Geological Structure (KGS), Favorable Petroleum Geological Province (FPGP), or drainage lands that is awarded to the successful bidder at a public sale for not less than fair market value. A single competitive lease cannot cover more than 640 acres in accordance with current regulations, except in Alaska where lands within an FPGP are divided into competitive leasing blocks of not more than 2,560 acres. The competitive leasing program is used for lease award within the National Petroleum Reserve--Alaska (NPR-A). This means the area formerly within Naval Petroleum Reserve Numbered 4 Alaska which was redesignated as the NPR-A by the Naval Petroleum Reserves Production Act of 1976. These lands do not necessarily lie within an FPGP and may consist of a compact area of not more than 60,000 acres.

### POST LEASE ACTIVITIES

After an Oil and Gas lease has been issued, either competitive or noncompetitive, post lease activities involve the actual drilling, starting with an APD, and continue through the plugging of the well and later surface restoration check. Post lease activities consist of five main processes: Process APD, Process Post-APD Activities, KGS, Inspection and Enforcement, and Process CUDD.

#### Process APD

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The beginning step for a lessee/operator to initiate drilling operations is the Application for Permit to Drill (APD). This step begins Post Lease Operations for the Oil and Gas Program.

### Process Post-APD Activities

Process Reports - When drilling is completed, the operator sends the Well Completion Report (WCR) to the authorized officer. The BLM office completes the First Production Memo for the first well on a lease, unit or CA indicating that the well has discovered production in paying quantities -- this also affects the money that the BLM will receive from the operator as the account is moved from advanced rental to minimum royalty. The WCR is due to the authorized officer within thirty days after well completion.

Subsequent Well Operations - The operator submits a plan proposing further well operations for the approval of the authorized officer; the plan is submitted prior to commencing operations (Form 3160-5). This Notice of Intention is followed by a Subsequent Report. No prior approval or Subsequent Report is required for certain operations (such as routine well maintenance), and no prior approval but a Subsequent Report is required for other actions (such as routine fracturing). In all cases, the Subsequent Report is due within thirty days after operations are completed.

### KGS

The purpose of KGS is to ensure that all presumptively productive federal lands of producing oil and gas fields are in a KGS.

### Inspection and Enforcement

The objective of the gas and oil inspection and enforcement program is to assure that:

- Oil and gas produced from, or allocated to, federal and Indian leases are properly handled, measured, and reported by the lessee and verified by the BLM.
- All drilling, producing, and abandonment operations are in compliance with approved operating plans for protection of the environment, natural resources, and public health and safety.
- All drilling, producing, and abandonment operations are in compliance with mineral leasing laws, the oil and gas operating regulations, orders, lease stipulations, and conditions of approval.
- All violations are identified and corrected.

At various times, the term inspector may apply to a technician, engineer,

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geologist, surface protection specialist, or other BLM specialist.

**Drilling Inspection** - A drilling inspection is conducted to ensure compliance with the approved drilling permit and plan, or approved modification, and to identify any hazards or other circumstances which have developed in the course of the operation and were not identified or covered by any prior approval. Inspectors are cognizant of all terms and conditions in the approved APD to conduct a detailed inspection. A detailed drilling inspection focuses on both the surface and subsurface aspects of the operation, including all technical and environmental factors.

**Production Inspection** - For producing leases, the Federal Oil and Gas Royalty Management Act requires that, at least once annually, each lease site will be inspected that (1) is producing or is expected to produce significant quantities of oil and gas in any one year, or (2) has a history of noncompliance. For producing leases, each inspection item receiving a high priority under the environmental, public health and safety, subsurface resource, or legal or other standard shall be inspected annually.

A production inspection is conducted to: ensure compliance with the approved operating plan and with applicable orders, notices, and regulations; verify production on which royalties are due; ensure that proper equipment and procedures are employed; determine whether production operations are conducted in a safe and workmanlike manner for the protection of public health and safety; minimize pollution or environmental damage; prevent waste; and maximize recovery of oil and natural gas.

Production inspections will: verify that well status is as reported; determine if production is handled as approved; verify well equipment and facilities are operated in a safe manner; identify all physical equipment and the procedures used to handle and measure oil and gas production; verify the accuracy of submitted schematic diagrams; ensure compliance with the applicable oil and gas regulations; verify that the physical equipment of oil and gas production in conjunction with commingling/common storage/off-lease measurement and storage is as approved; verify proper disposal of produced water, gas injection, and water flood operations; verify proper compliance with contingency plans adopted to accommodate hydrogen sulfide operations, spill prevention, containment, and control; verify that venting and flaring of natural gas is in accordance with approved plans; and verify that site security plans meet the minimum requirements as established.

| **Enforcement** - BLM enforcement tools include written Notices of Noncompliance,  
| monetary assessments for noncompliance of the operating regulations, monetary  
| assessments or penalties for failure to abate a violation within the time  
| allowed, shut-down of operations, and the initiation of lease cancellation  
| proceedings. Civil penalties can also apply.

Each violation found during a field inspection is counted as an INC, and a

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separate INC Citation, Form 3160-9, is issued for each incident of violation. In more severe cases, a Notice of Shut-In is issued. For example, each missing or ineffective seal requires a separate INC Citation. Each INC or Notice of Shut-In shall contain a clear, concise description of the violation, a reference to the requirement violated, the timeframe allowed for abatement, and the resultant enforcement actions for nonabatement. In some cases, a letter in lieu of an INC may be used to advise an operator of noncompliance, e.g., failure to submit a required report.

Violations detected through review of records or other noninspection activity may be brought to the operator's attention through the use of letters or orders in lieu of the INC form. All such letters are to be counted as INCs. All violations will be documented in writing and tracked using AIRS to assure timely correction.

### Process CUDDD

Process CUDDD includes Communitization Agreements, Units, Drainage, Diligent Development, Determinations (NGPA). Actual production and Allocated production come into play for CAs and Units. Actual Production refers to a Federal oil and gas lease that contains one or more wells drilled on a lease or agreement (CA or Unit) basis which are producing oil and/or gas in paying quantities. A lease is also considered to be in actual production status whenever it contains one or more wells drilled on a lease or agreement basis which are capable of producing oil and/or gas in paying quantities even though production is not then occurring.

Allocated Production refers to a Federal oil and gas lease that does not meet the circumstances for an actual production status are not satisfied, but the lease receives an allocation of production (royalty revenues) from a well(s) on other tracts pursuant to an approved agreement to which the lease is committed.

### Communitization Agreements

A Communitization Agreement is approved, usually at the District Office, to handle the applicable State spacing requirements for drilling. In most cases the physical location of the well will determine the spacing unit of the well. A CA is required if the spacing unit involves more than one lease of which at least one is a Federal lease. An operator may initiate a CA; Drainage might catch a situation where a CA has not been formed; or receipt of Completion Reports and other reports might trigger the BLM to request a CA. A CA can cover one or more formations as long as the spacing unit covers the same formations being communitized.

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### Process Units

Unitization provides for the exploration, development, and operation of an entire structure or area by a single operator so that drilling and production may proceed in the most efficient and economical manner.

A unit agreement is a contract between the Federal Government and a number of lessees holding contiguous leases over a potential oil and gas reservoir and is intended to facilitate the orderly and timely development of Federal oil and gas resources within the unit area. The agreement designates one party as the operator to conduct all activities in the unit area and commits that party to diligently pursue an exploration program to develop the potential oil and gas resources in the unit area. However, approval of the unit agreement does not authorize any on-the-ground activities. These are approved through the Application for Permit to Drill and Sundry Notice processes. An approved unit agreement establishes certain performance obligations; by committing to such a plan, a lessee may receive certain additional benefits as provided by law.

Unitization is also in the public interest in that it promotes the exploration of unproven acreage, and it permits the BLM to exercise more effective control over drilling activity in a large area. Where lands are not unitized, each individual lessee has the right to apply to drill on its own lease. Unitization can, on the other hand, effectively result in the drilling of the optimum number of wells required to maximize resource recovery, since the correlative rights of each lessee are protected under the plan.

There are two types of units: exploratory unit and secondary recovery unit.

Exploratory/Secondary Unit Process - Exploratory unit--a unit that has no preexisting production from the unitized formation(s).

Secondary process--includes secondary and tertiary unit approval. The unit proponent has an oil and gas field which has been developed and essentially depleted of primary reserves, but is now in a position to be unitized for secondary or tertiary recovery processes. These processes may include the pumping of water or CO<sub>2</sub> into wells or polymer floods to replace depleted energy sources. All of the parties must pool interests to maximize the efficiency of recovery operations.

For secondary and tertiary operations, the engineer and geologist work together to determine the exact situation. This can lead to some bargaining between the BLM and operators, as the situation is not straightforward and must be looked at closely.

Subsequent Unit Approval - Once a unit has been formed, there are a number of changes which can affect it: designation of agent, successor of unit operator, late joinders, subsequent joinders, suspension (delay in drilling well).



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Participating Area - A Participating Area is that part of a unit area which is considered reasonably proven to be productive in paying quantities of unitized substances or which is necessary for unit operations and to which production is allocated in the manner prescribed in the unit agreement. This process applies to exploratory units only, although the Approve Plan of Development (POD) process may handle the Plan of Operation for a secondary unit.

Gas Storage Operations - Gas storage operations allow Federal lands, public domain or acquired lands, leased or unleased, to be used for the subsurface storage of natural gas during periods of excess production so that supplies will be available to meet peak demands, whether or not such gas is produced from Federal lands.

Most times the Exploratory process will exist first and then move into Gas Storage. However, Gas Storage can be used to form a unit. In this case (new unit), the process starts with the Exploratory Unit Process.

Development Contract Operations - A development contract is a Federal contract designed to promote timely and full operations in areas where special development incentive and acreage-relief treatment is required for pooling of reservoirs to logically develop an unexplored geologic province. Under such a contract, the holder is freed from the application of acreage limitation restrictions for a specified period of time conditioned on meeting certain diligence requirements as specified in the contract.

A development contract can be either an existing unit or a block of acreage. Both can be a logical area for development. A development contract, not always a unit, gives the BLM more flexibility in dealing with an operator. Thus, each situation must be specifically analyzed.

### Process Drainage

Drainage is production from a well which causes oil or gas to flow across lease or royalty boundaries, resulting in loss to the Federal Government. The BLM's concern is that the Federal Government receive its due compensation. If the lessee has failed to protect the mineral interests by drilling a protective well, the Government will assess, as appropriate, compensatory royalty on the oil and gas drained. Thus, it is the lessee's loss by not being diligent.

Drainage can be caused by an adjacent well which is on mineral interests not owned by the Federal Government, that is federal but receives a lower royalty rate or that is partly federal but receives a lower allocation of production.

### Process Diligent Development

The diligent development process applies to Indian lands that have wells drilled or allocated production. The Bureau of Indian Affairs (BIA) issues leases on Indian lands while protecting Indian interests. The BLM deals with spacing and



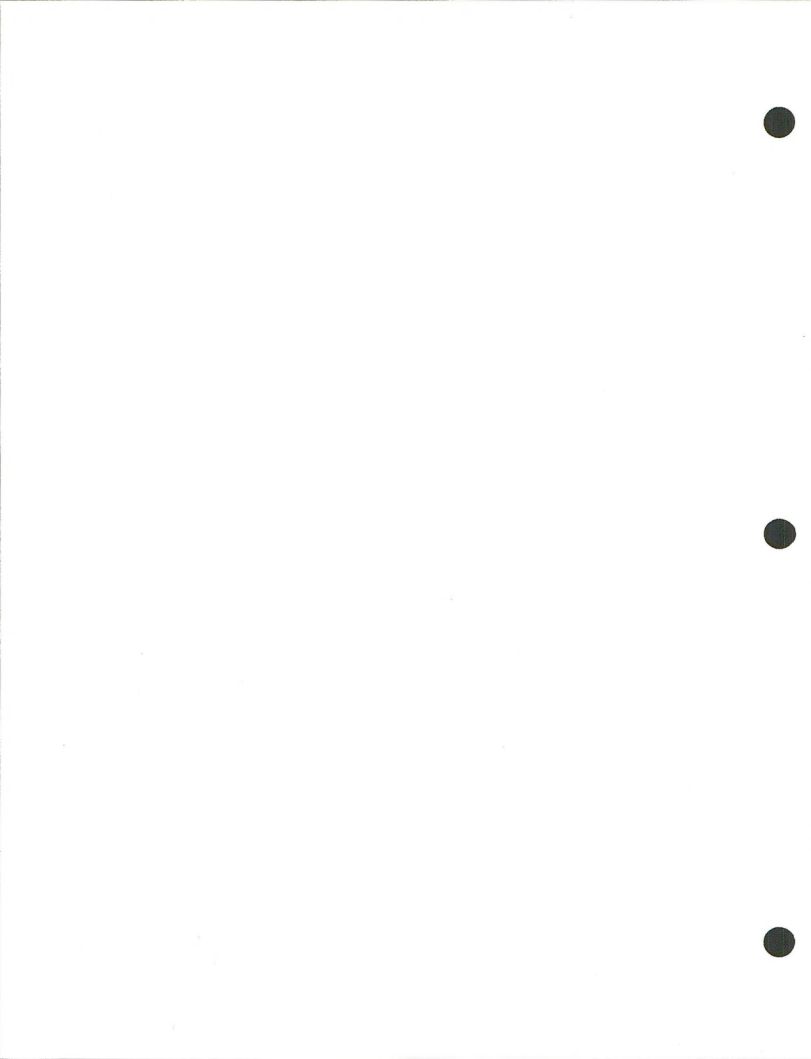
## INTRODUCTION

whether other wells need to be drilled to fully develop the lease; the BLM can write to a lessee to tell the lessee to start a well. The purpose is to obtain maximum production from the lease.

The BLM approves the APD and post-lease operations (with BIA approval of the surface use plan) and monitors all field operations. The BLM acts as technical advisors to the BIA. Basically, the BIA deals with the Indians and land surface while the BLM deals with the operators.

### Process NGPA Determination

The National Gas Policy Act (NGPA) of 1973 provides certain benefits to the operators of gas wells, and this process is controlled by the Federal Energy Regulatory Commission (FERC). The BLM handles the actual processing with the lessee/operator. The BLM as the jurisdictional agency processes the application from the operator and sends it to the FERC in Washington, D.C. for approval. Once it is approved, the BLM has nothing to do with it unless the FERC deems it necessary to request additional information.



## CHAPTER 2

### DATA FLOW DIAGRAMS

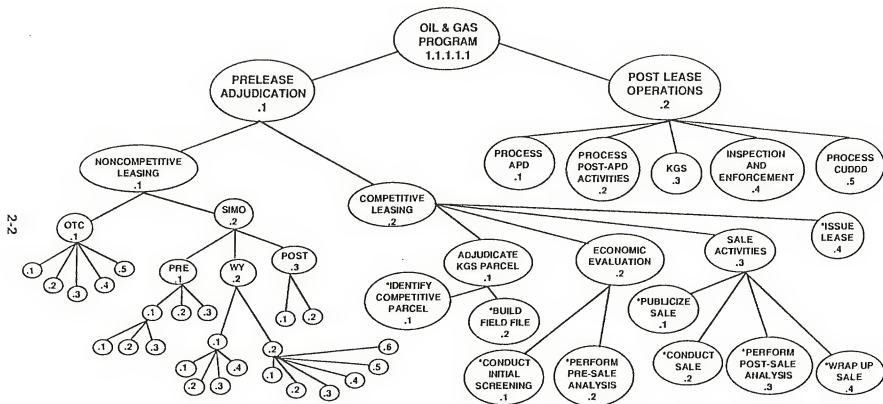
The current oil and gas program is presented here as a series of data flow diagrams that show the sources and destinations of data, identify and name processes, identify and name data that connect sources and destinations of data, and describe data stores that are accessed. Each function may be broken down into a more detailed flow diagram. The hierarchical structure of each process is identified by decimalized identifiers.

When it is no longer useful to decompose a process, the process and its logic are described by input/process/output narratives. This process is said to be at a primitive level.

Standard representations on the DFDs are:

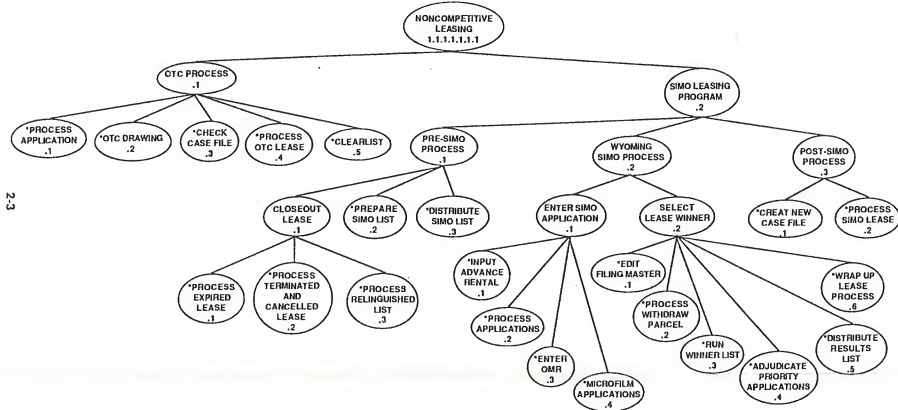
1. an ellipse is a process;
2. a rectangle is an external entity (generally outside of BLM control);
3. a set of brackets is an internal entity (generally thought of as an off-page connector or a pointer to a generic type of process);
4. a line is a data flow;
5. arrows at the ends of lines indicate the direction data is flowing.

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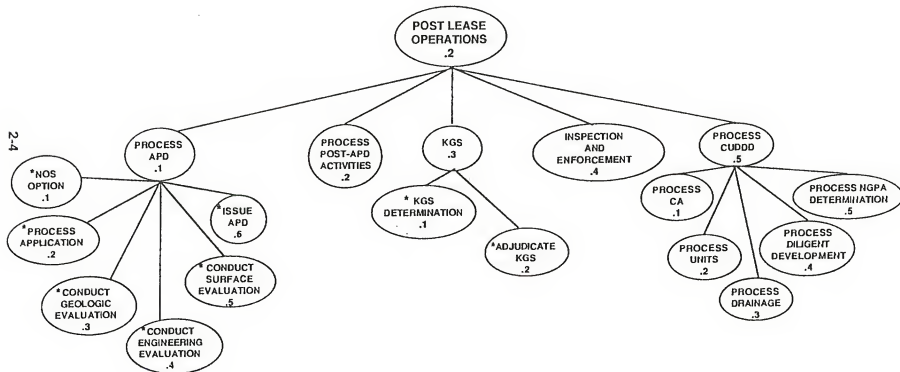


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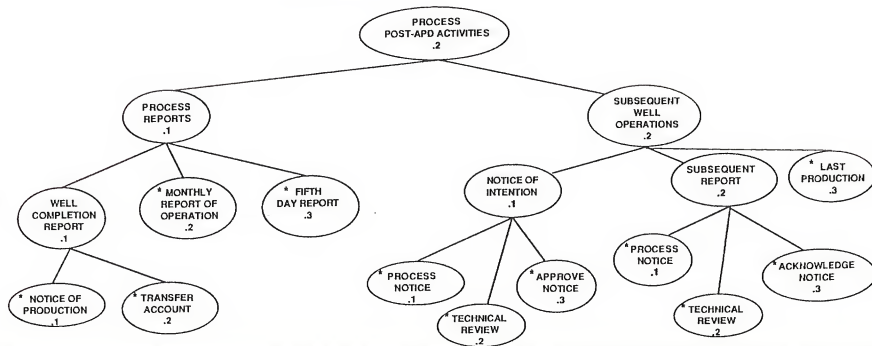
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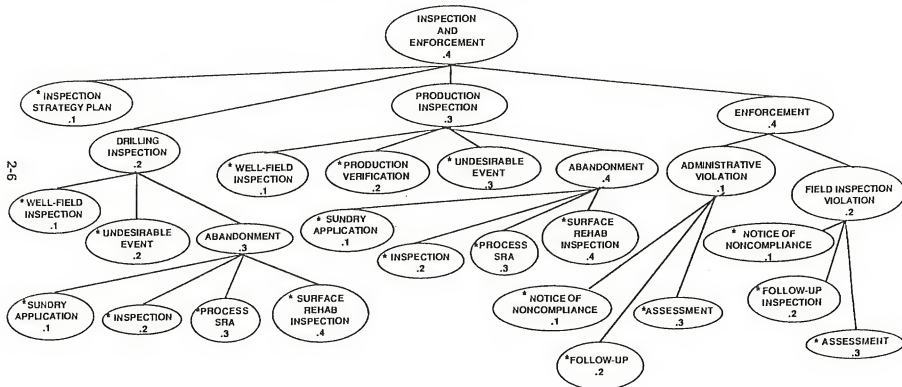
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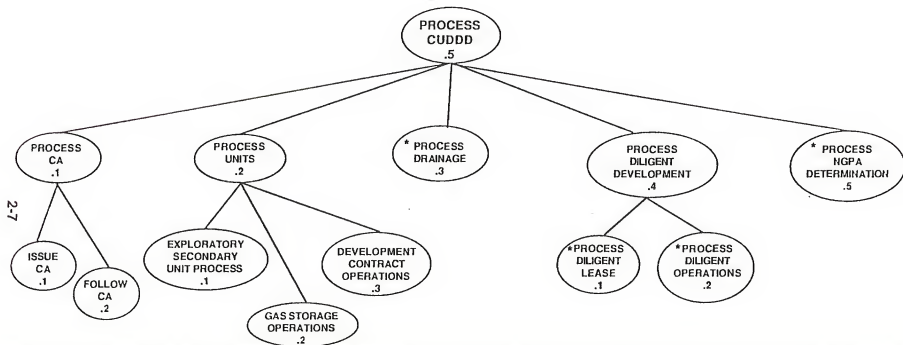


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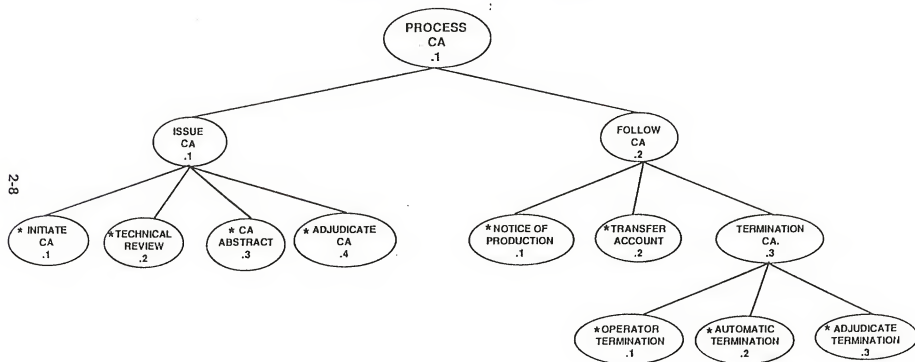




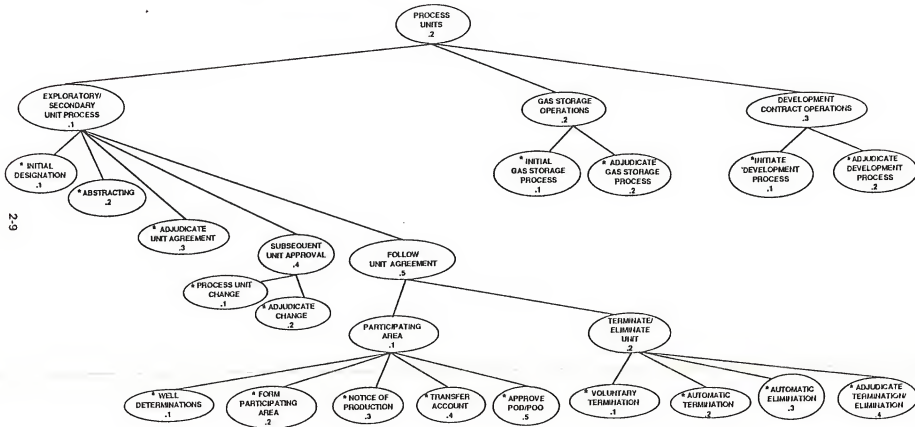
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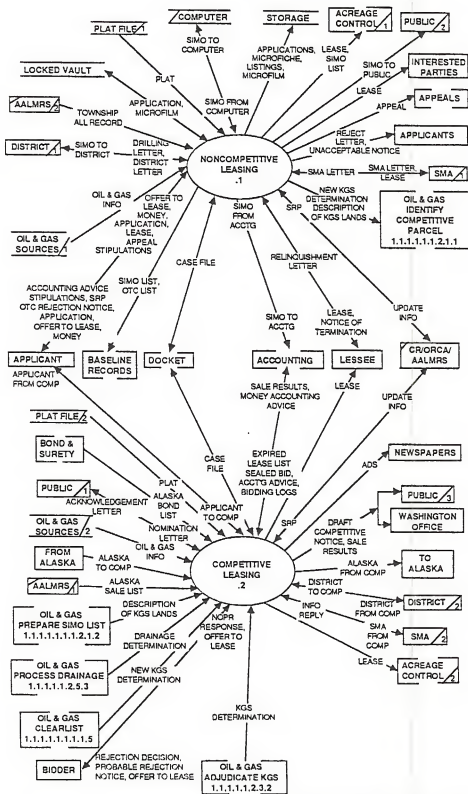
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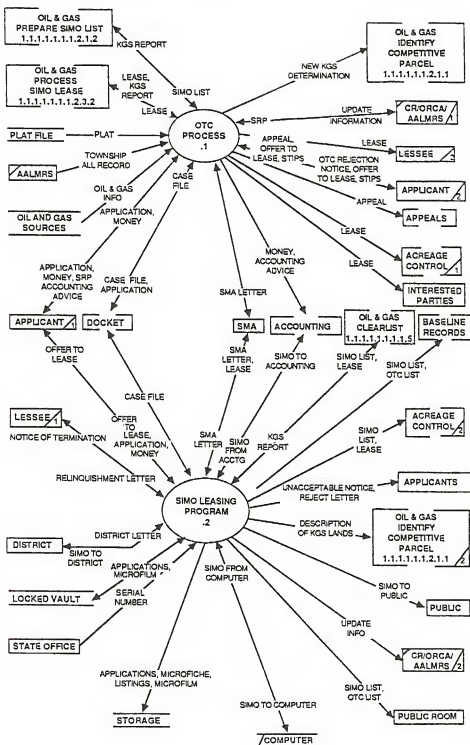


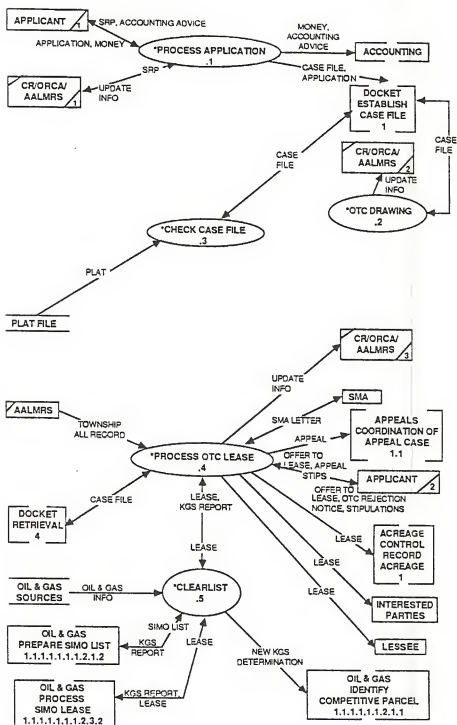
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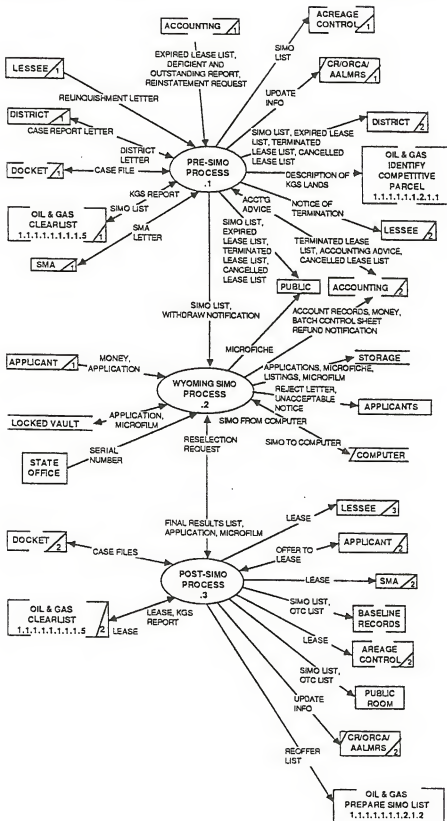


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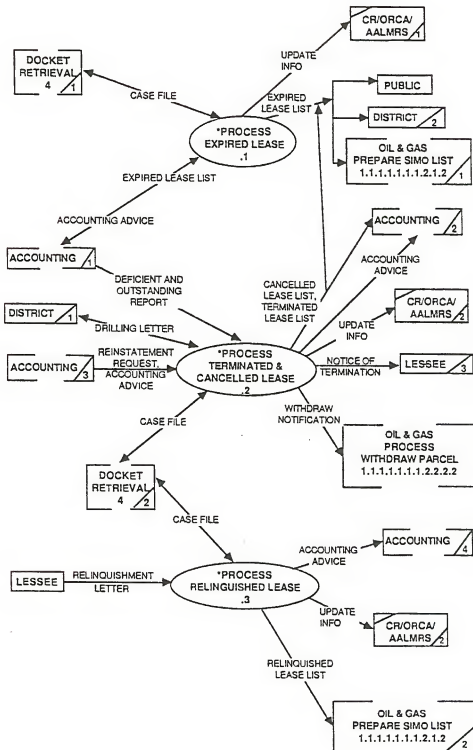


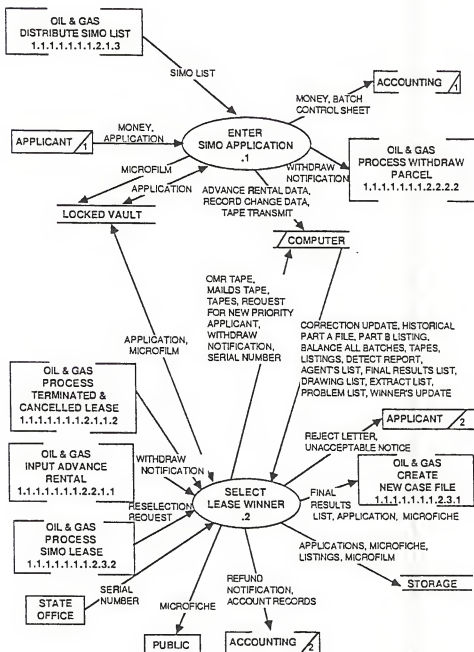
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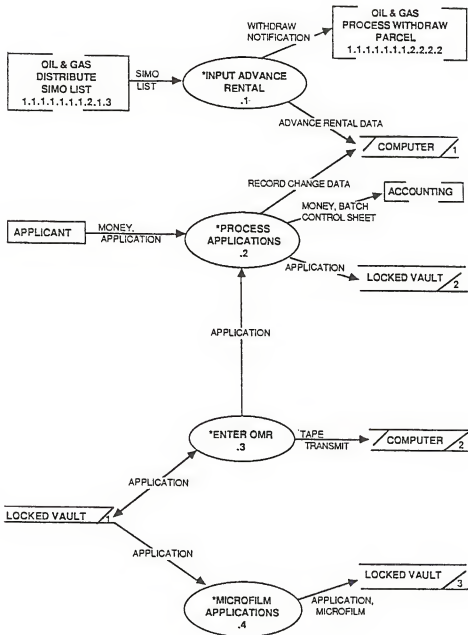
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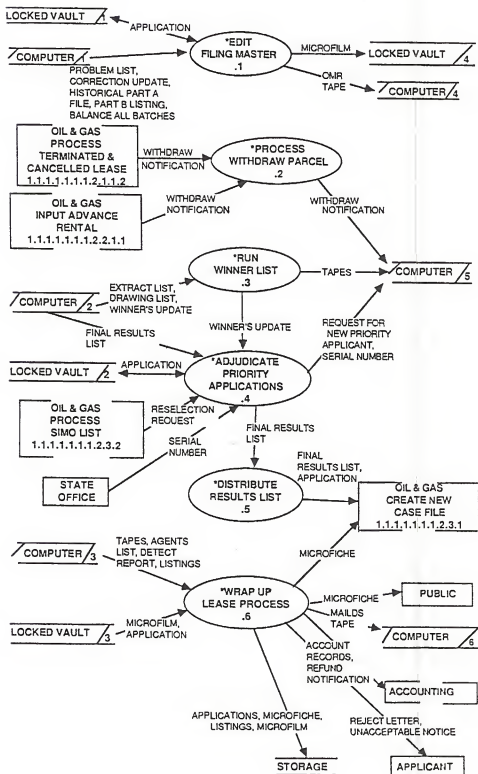
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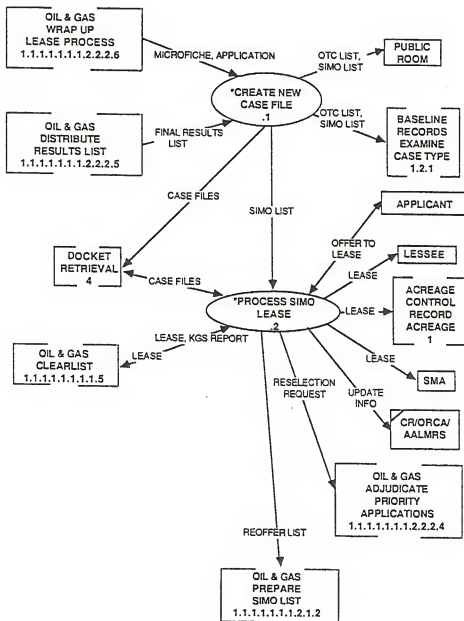
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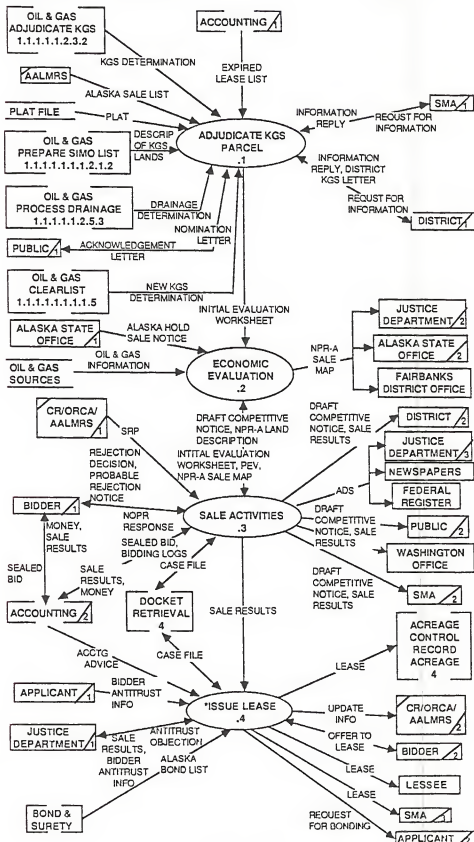
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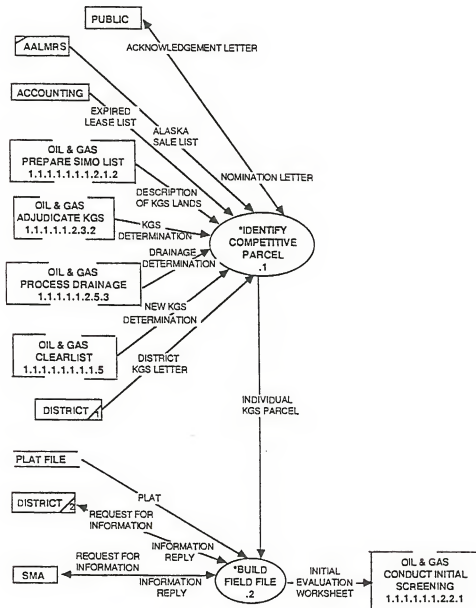
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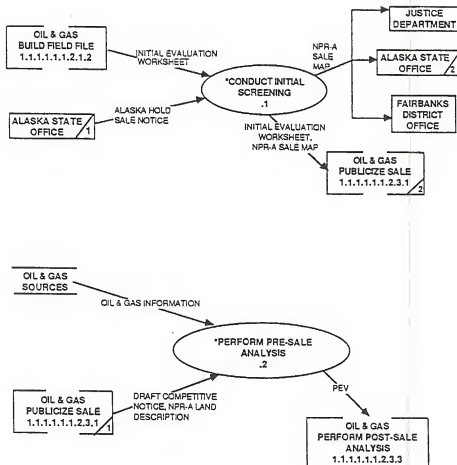


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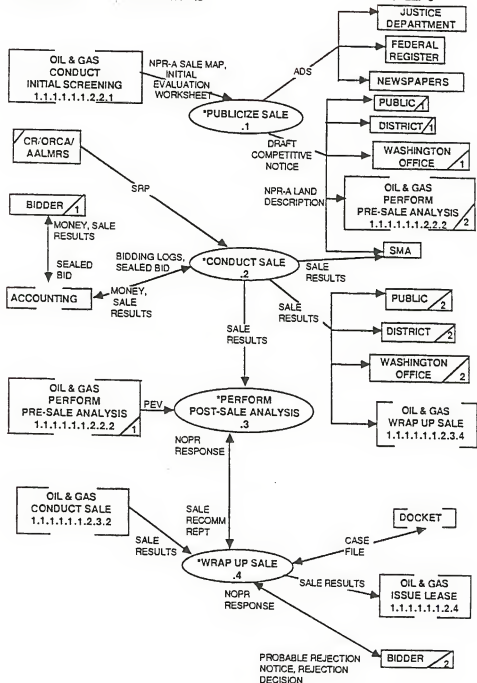
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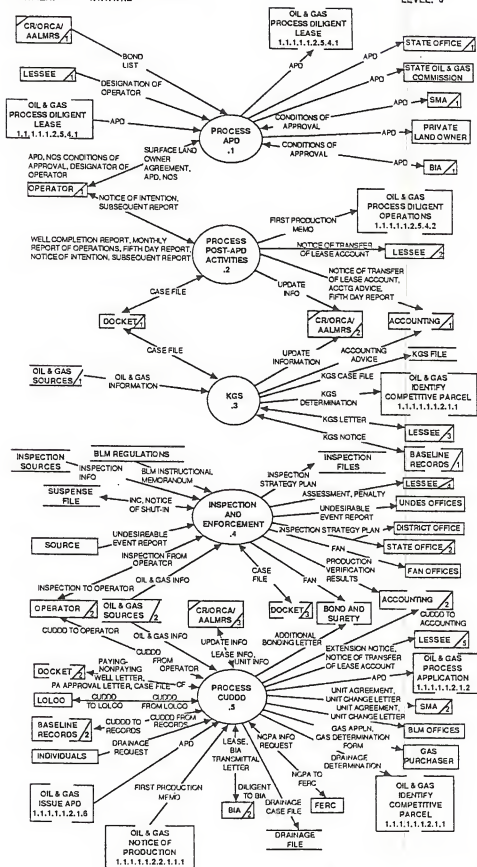


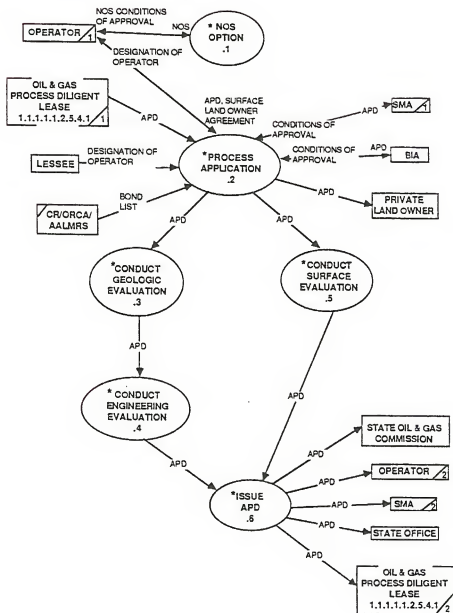


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LEVEL: 8



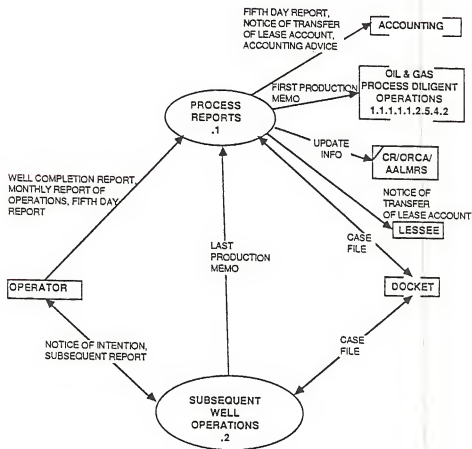
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DATE: 4/8/87  
LEVEL: 6

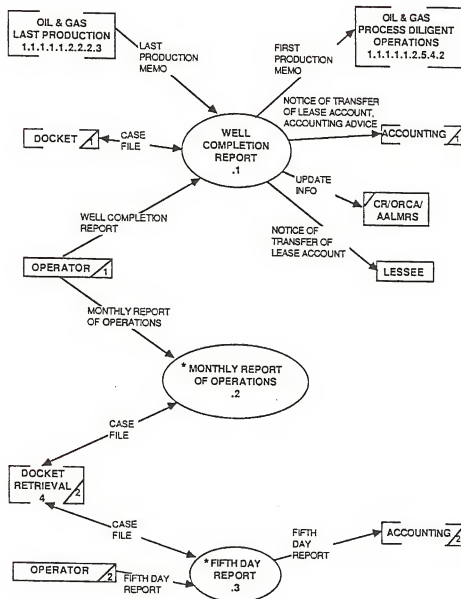


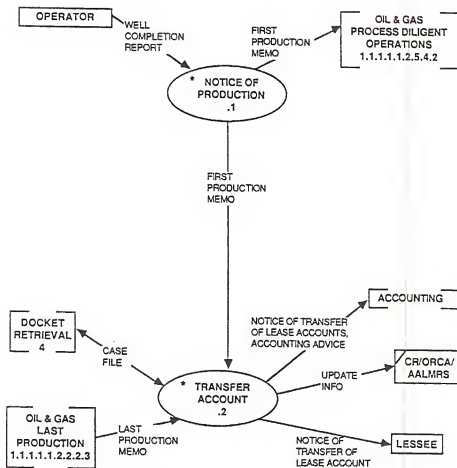


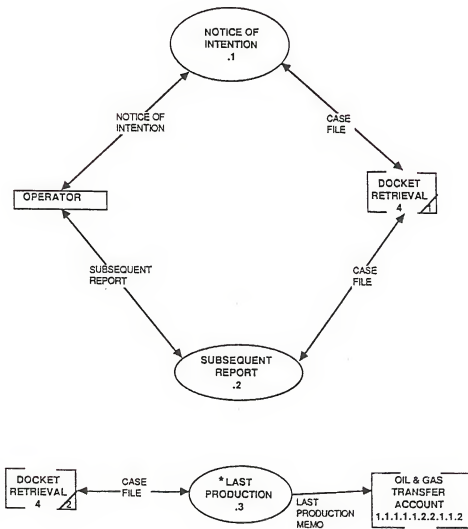
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 DIAGRAM NAME: PROCESS POST-APD ACTIVITIES  
 IDENTIFIER: 1.1.1.1.1.2.2

DFD: 18 OF 48  
 DATE: 2/12/87  
 LEVEL: 7

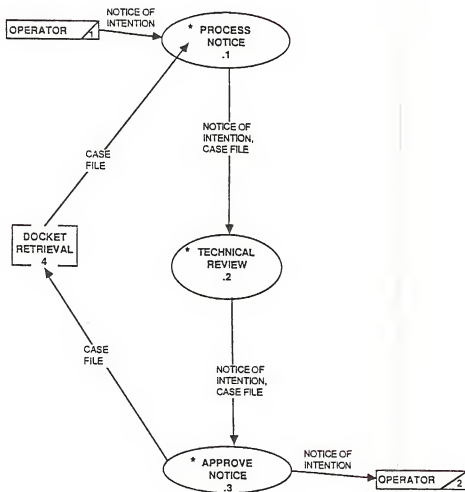


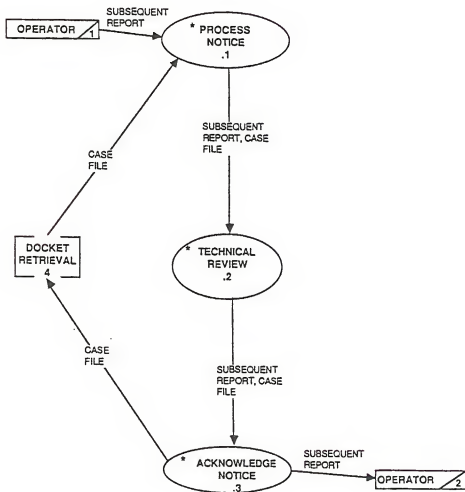


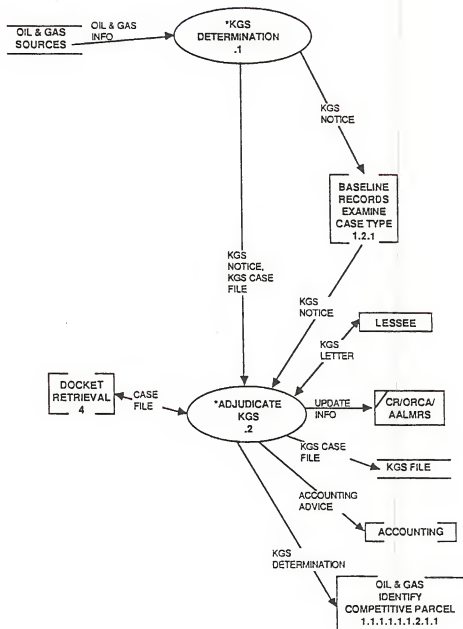






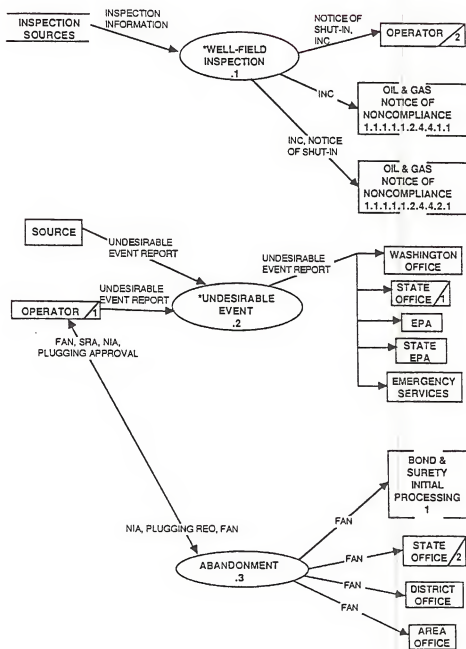


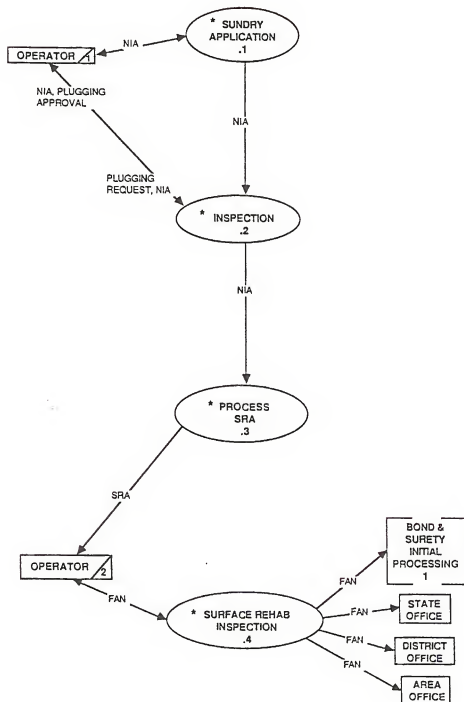


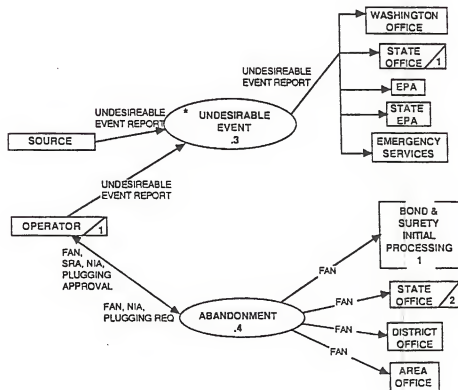
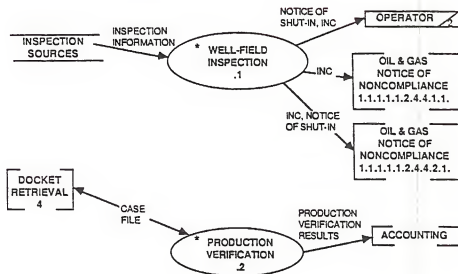


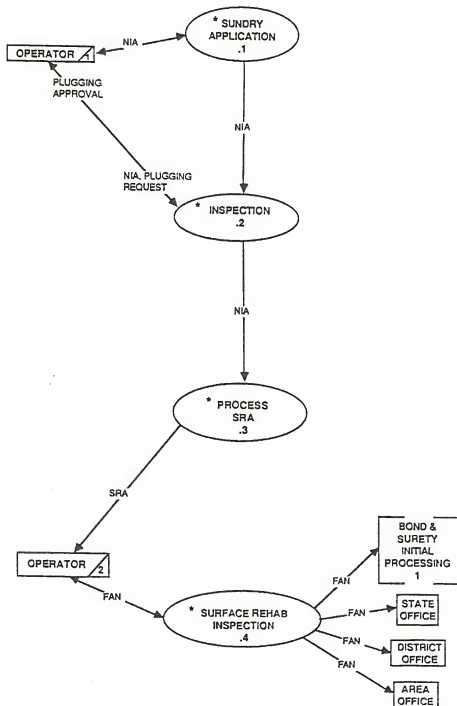
DFD: 25 OF 48  
DATE: 4/8/87  
LEVEL: 7



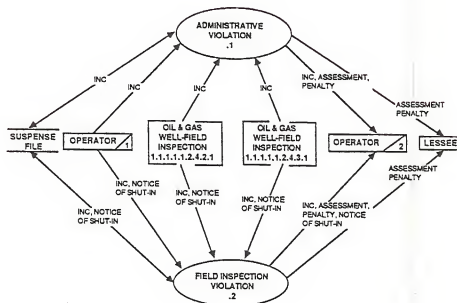


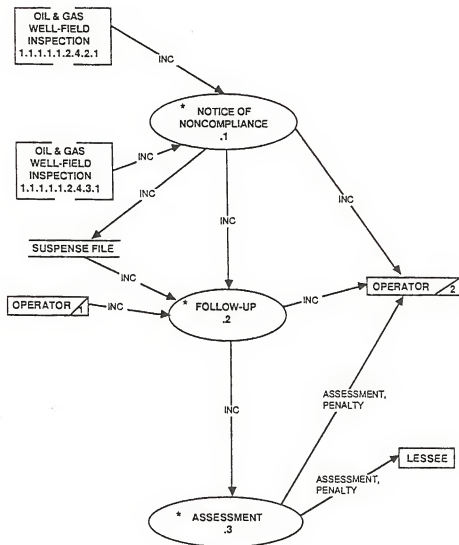


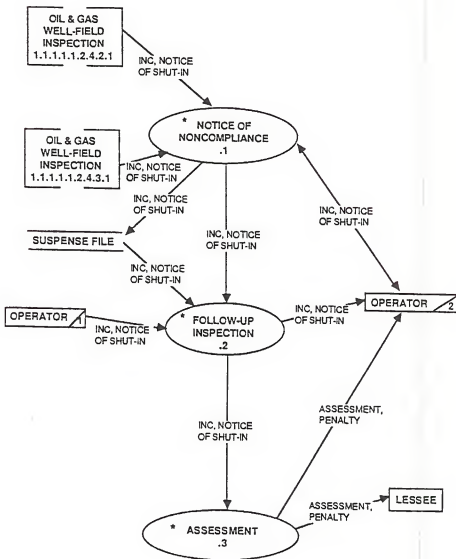


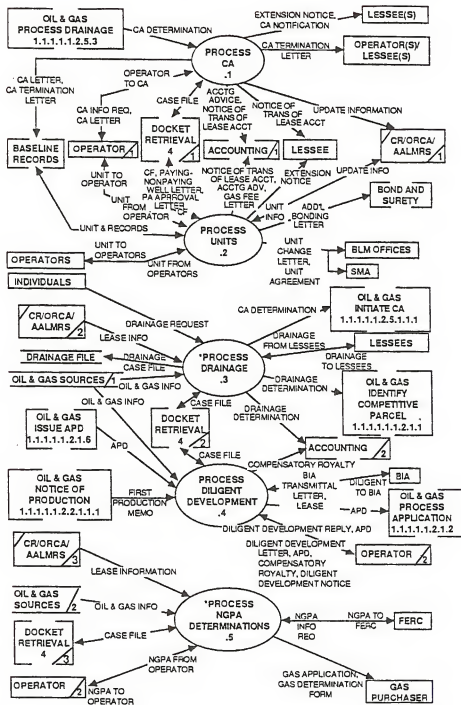


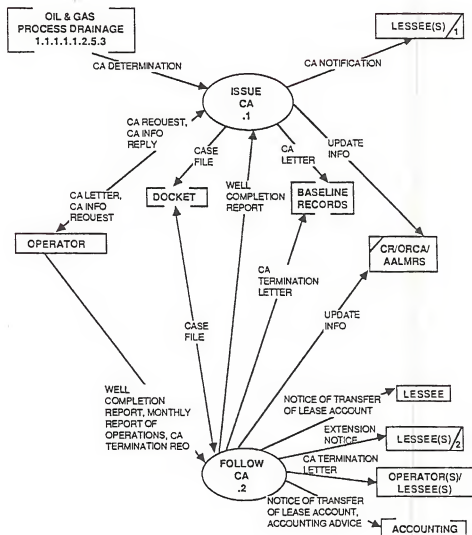


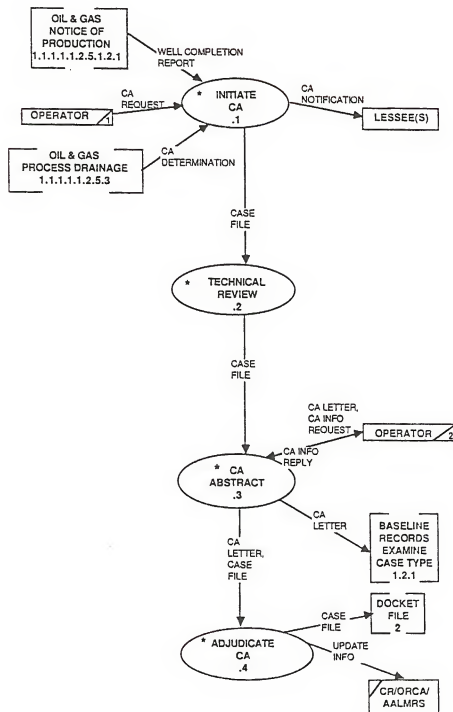


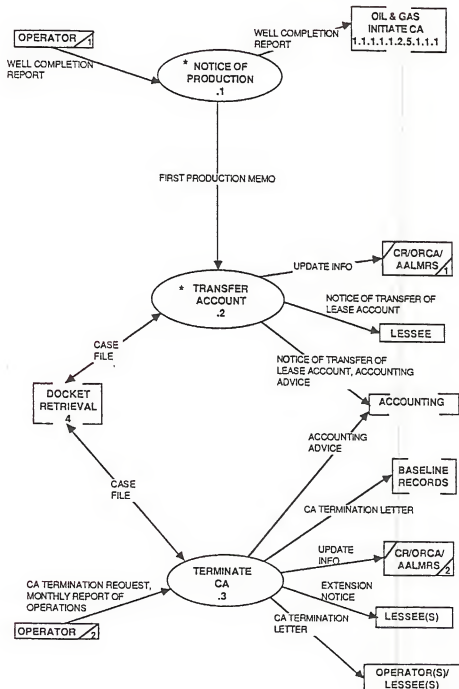


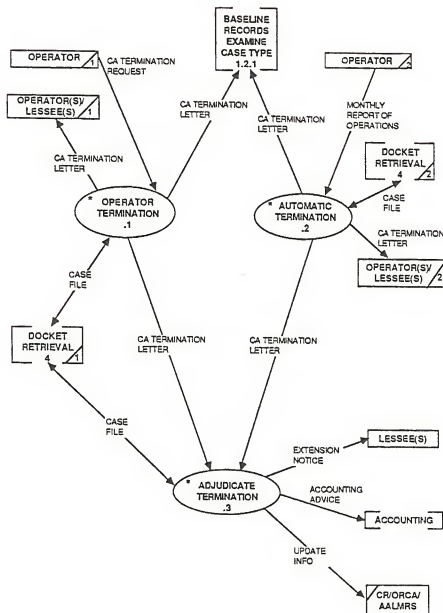








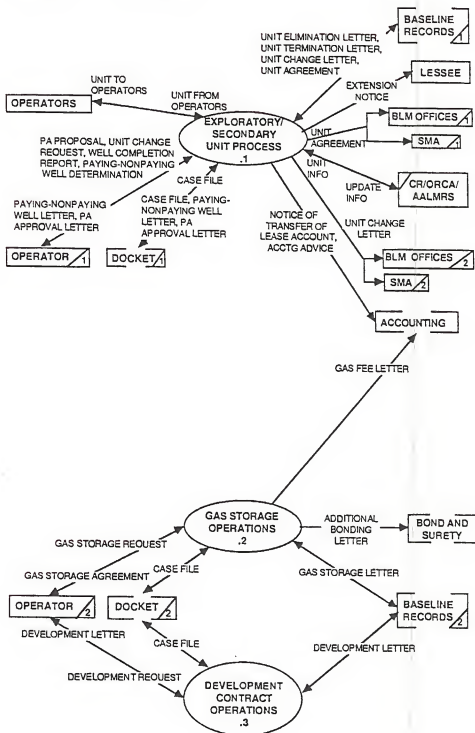


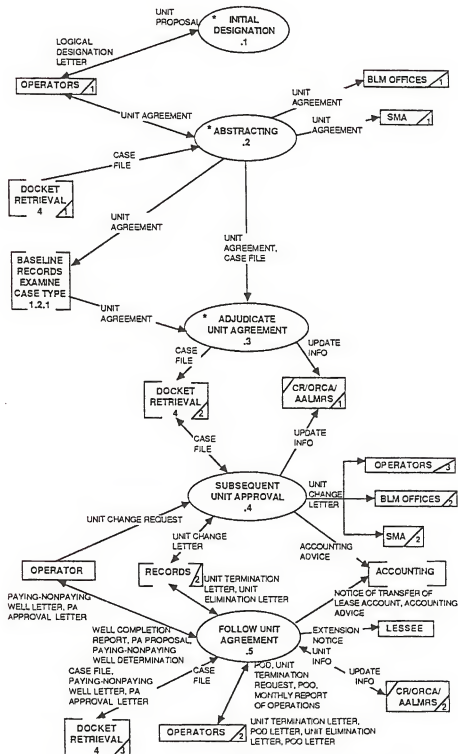


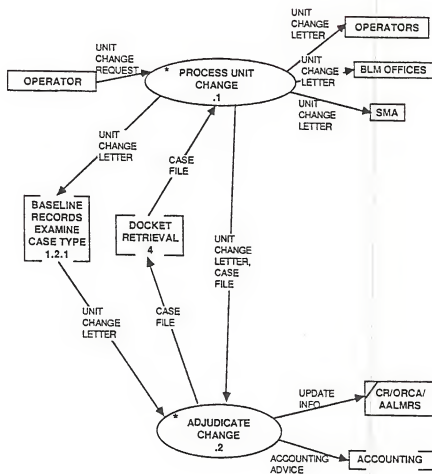


CASE TYPE: OIL AND GAS  
 DIAGRAM NAME: PROCESS UNITS  
 IDENTIFIER: 1.1.1.1.1.2.5.2

DFD: 38 OF 48  
 DATE: 4/10/87  
 LEVEL: 8

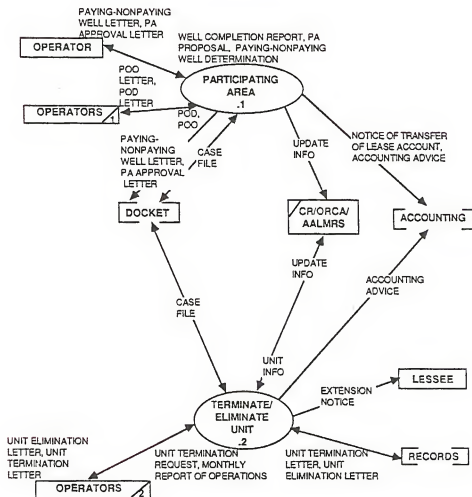






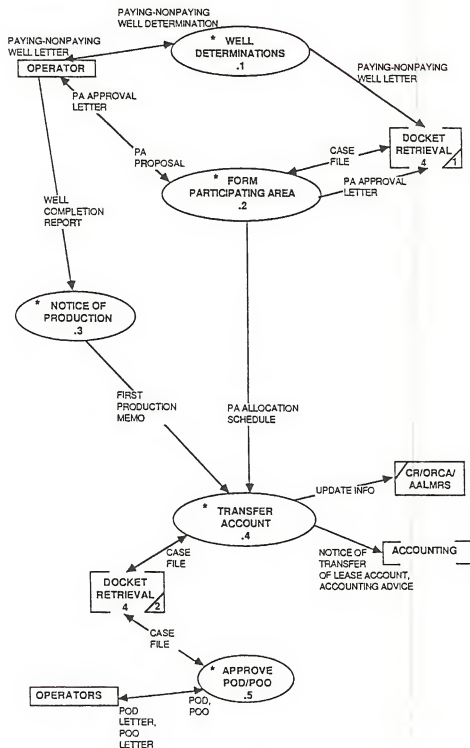
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 DIAGRAM NAME: FOLLOW UNIT AGREEMENT  
 IDENTIFIER: 1.1.1.1.1.2.5.2.1.5

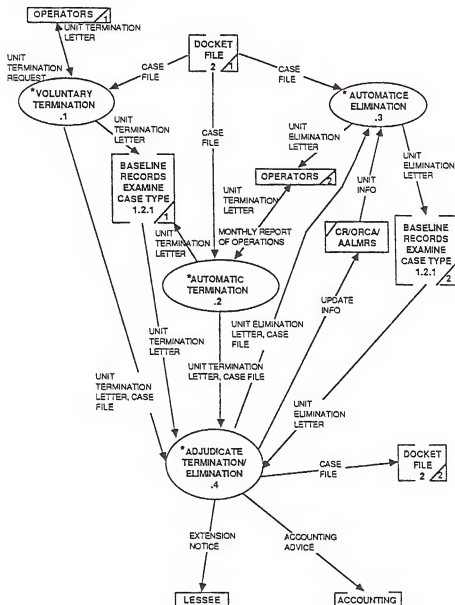
DFD: 41 OF 48  
 DATE: 4/10/87  
 LEVEL: 10



CASE TYPE: OIL & GAS  
 DIAGRAM NAME: PARTICIPATING AREA  
 IDENTIFIER: 1.1.1.1.1.2.5.2.1.5.1

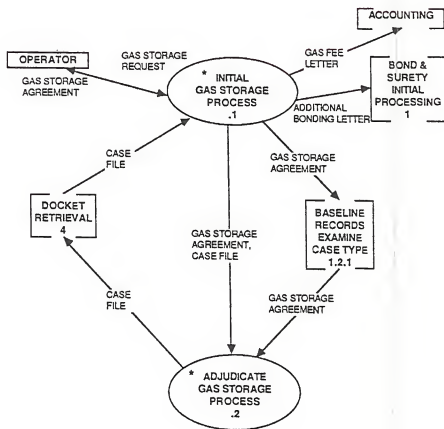
DFD: 42 OF 48  
 DATE: 4/10/87  
 LEVEL: 11





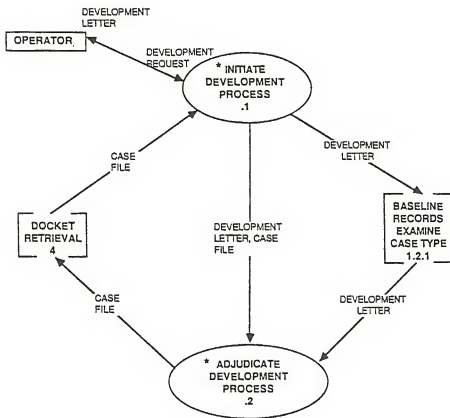
CASE TYPE: OIL & GAS  
DIAGRAM NAME: GAS STORAGE OPERATION  
IDENTIFIER: 1.1.1.1.1.2.5.2.2

DFD: 44 OF 48  
DATE: 4/10/87  
LEVEL: 10

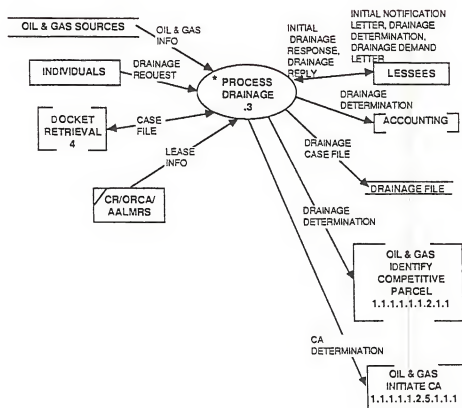


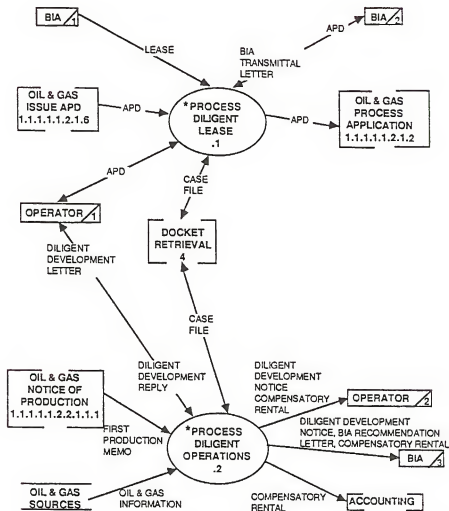
CASE TYPE: OIL & GAS  
DIAGRAM NAME: DEVELOPMENT CONTRACT OPERATIONS  
IDENTIFIER: 1.1.1.1.1.2.5.2.3

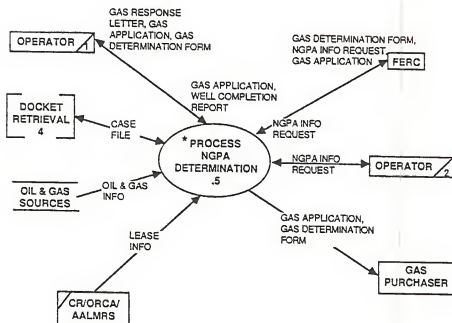
DFD: 45 OF 48  
DATE: 4/10/87  
LEVEL: 9













### CHAPTER 3

#### PROCESS LIST

The following table lists all processes defined on the Data Flow Diagrams appearing in Chapter 2. The Chapter 2 page reference is next to each process. If the process is at a primitive level, i.e. functionally decomposed to a level at which no benefits are derived from further decomposition, a reference to the Chapter 4 narrative for that process is also listed.

## PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.1.2.4.2.3	Abandonment	9	2-35	
1.1.1.1.1.2.4.3.4	Abandonment	9	2-37	
1.1.1.1.1.2.5.2.1.2	Abstracting	10	2-48	4-114
1.1.1.1.1.2.2.2.2.3	Acknowledge Notice	10	2-32	4-70
1.1.1.1.1.2.4.4.1	Administrative Violation	9	2-39	
1.1.1.1.1.2.5.1.1.4	Adjudicate CA	10	2-44	4-107
1.1.1.1.1.2.5.2.1.4.2	Adjudicate Change	11	2-49	4-117
1.1.1.1.1.2.5.2.3.2	Adjudicate Development Process	10	2-54	4-131
1.1.1.1.1.2.5.2.2.2	Adjudicate Gas Storage Process	10	2-53	4-129
1.1.1.1.1.2.3.2	Adjudicate KGS	8	2-33	4-74
1.1.1.1.1.1.2.1	Adjudicate KGS Parcel	8	2-21	
1.1.1.1.1.1.1.2.2.2.4	Adjudicate Priority Applications	11	2-19	4-2
1.1.1.1.1.2.5.1.2.3.3	Adjudicate Termination	11	2-46	4-112
1.1.1.1.1.2.5.2.1.5.2.4	Adjudicate Termination/Elimination	12	2-52	4-126
1.1.1.1.1.2.5.2.1.3	Adjudicate Unit Agreement	10	2-48	4-115
1.1.1.1.1.2.2.2.1.3	Approve Notice	10	2-31	4-67
1.1.1.1.1.2.5.2.1.5.1.5	Approve POD/POO	12	2-51	4-122
1.1.1.1.1.2.4.4.1.3	Assessment	10	2-40	4-99
1.1.1.1.1.2.4.4.2.3	Assessment	10	2-41	4-103
1.1.1.1.1.2.5.2.1.5.2.3	Automatic Elimination	12	2-52	4-125
1.1.1.1.1.2.5.1.2.3.2	Automatic Termination	11	2-46	4-111

## PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.1.2.5.2.1.5.2.2	Automatic Termination	12	2-52	4-124
1.1.1.1.1.1.2.1.2	Build Field File	9	2-22	4-39
1.1.1.1.1.2.5.1.1.3	CA Abstract	10	2-44	4-106
1.1.1.1.1.1.1.1.3	Check Case File	9	2-13	4-5
1.1.1.1.1.1.1.1.5	Clearlist	9	2-13	4-8
1.1.1.1.1.1.1.2.1.1	Close Out Lease	10	2-15	
1.1.1.1.1.1.2	Competitive Leasing	7	2-11	
1.1.1.1.1.2.1.4	Conduct Engineering Evaluation	8	2-26	4-57
1.1.1.1.1.2.1.3	Conduct Geologic Evaluation	8	2-26	4-56
1.1.1.1.1.1.2.2.1	Conduct Initial Screening	9	2-21	4-40
1.1.1.1.1.1.2.3.2	Conduct Sale	9	2-22	4-45
1.1.1.1.1.2.1.5	Conduct Surface Evaluation	8	2-26	4-58
1.1.1.1.1.1.1.2.3.1	Create New Case File	10	2-20	4-33
1.1.1.1.1.2.5.2.3	Development Contract Operations	9	2-47	
1.1.1.1.1.1.1.2.2.2.5	Distribute Results List	11	2-19	4-30
1.1.1.1.1.1.1.2.1.3	Distribute SIMO List	10	2-15	4-17
1.1.1.1.1.2.4.2	Drilling Inspection	8	2-34	
1.1.1.1.1.1.2.2	Economic Evaluation	8	2-21	
1.1.1.1.1.1.1.2.2.2.1	Edit Filing Master	11	2-19	4-24
1.1.1.1.1.2.4.4	Enforcement	8	2-34	
1.1.1.1.1.1.1.2.2.1.3	Enter OMR	11	2-18	4-22
1.1.1.1.1.1.1.2.2.1	Enter SIMO Applications	10	2-17	
1.1.1.1.1.2.5.2.1	Exploratory/Secondary Unit Process	9	2-47	

## PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.1.2.4.4.2	Field Inspection Violation	9	2-39	
1.1.1.1.1.2.2.1.3	Fifth Day Report	9	2-28	4-64
1.1.1.1.1.2.5.1.2	Follow CA	9	2-43	
1.1.1.1.1.2.5.2.1.5	Follow Unit Agreement	10	2-48	
1.1.1.1.1.2.4.4.1.2	Follow-up	10	2-40	4-98
1.1.1.1.1.2.4.4.2.2	Follow-up Inspection	10	2-41	4-102
1.1.1.1.1.2.5.2.1.5.1.2	Form Participating Area	12	2-51	4-119
1.1.1.1.1.2.5.2.2	Gas Storage Operation	9	2-47	
1.1.1.1.1.1.2.1.2	Identify Competitive Parcel	9	2-22	4-36
1.1.1.1.1.2.5.2.1.1	Initial Designation	10	2-48	4-113
1.1.1.1.1.2.5.2.2.1	Initial Gas Storage Process	10	2-53	4-127
1.1.1.1.1.2.5.1.1.1	Initiate CA	10	2-44	4-3
1.1.1.1.1.2.5.2.3.1	Initiate Development Process	10	2-54	4-126
1.1.1.1.1.1.1.2.2.1.1	Input Advance Rental	11	2-18	4-18
1.1.1.1.1.2.4.2.3.2	Inspection	10	2-36	4-83
1.1.1.1.1.2.4.3.4.2	Inspection	10	2-38	4-92
1.1.1.1.1.2.4	Inspection and Enforcement	7	2-25	
1.1.1.1.1.2.4.1	Inspection Strategy Plan	8	2-34	4-76
1.1.1.1.1.2.1.6	Issue APD	8	2-26	4-60
1.1.1.1.1.2.5.1.1	Issue CA	9	2-43	
1.1.1.1.1.1.2.4	Issue Lease	8	2-21	4-51
1.1.1.1.1.2.3	KGS	7	2-25	
1.1.1.1.1.2.3.1	KGS Determination	8	2-33	4-72



## PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.1.2.2.3	Last Production	9	2-30	4-71
1.1.1.1.1.1.1.2.2.1.4	Microfilm Applications	11	2-18	4-23
1.1.1.1.1.2.2.1.2	Monthly Report of Operations	9	2-28	4-63
1.1.1.1.1.1.1	Noncompetitive Leasing	7	2-11	
1.1.1.1.1.2.2.1	NOS Option	8	2-26	4-53
1.1.1.1.1.2.2.2.1	Notice of Intention	9	2-30	
1.1.1.1.1.2.4.4.1.1	Notice of Noncompliance	10	2-40	4-96
1.1.1.1.1.2.4.4.2.1	Notice of Noncompliance	10	2-41	4-100
1.1.1.1.1.2.2.1.1.1	Notice of Production	10	2-29	4-61
1.1.1.1.1.2.5.1.2.1	Notice of Production	10	2-45	4-108
1.1.1.1.1.2.5.2.1.5.1.3	Notice of Production	12	2-51	4-120
1.1.1.1.1.2.5.1.2.3.1	Operator Termination	11	2-46	4-110
1.1.1.1.1.1.1.1.2	OTC Drawing	9	2-13	4-4
1.1.1.1.1.1.1.1.1	OTC Process	8	2-12	
1.1.1.1.1.2.5.2.1.5.1	Participating Area	11	2-50	
1.1.1.1.1.1.2.3.3	Perform Post-Sale Analysis	9	2-24	4-47
1.1.1.1.1.1.2.2.2	Perform Pre-Sale Analysis	9	2-23	4-41
1.1.1.1.1.2	Post Lease Operations	6	2-10	
1.1.1.1.1.1.1.2.3	Post-SIMO Process	9	2-14	
1.1.1.1.1.1.1.2.1	Pre-SIMO Process	9	2-14	
1.1.1.1.1.1	Prelease Adjudication	6	2-10	
1.1.1.1.1.1.1.2.1.2	Prepare SIMO List	10	2-15	4-15

## PROCESS LIST

Identifier	Process Name	Level	DFD	IPD
1.1.1.1.1.2.1	Process APD	7	2-25	
1.1.1.1.1.1.1.1.1	Process Application	9	2-13	4-2
1.1.1.1.1.2.1.2	Process Application	8	2-26	4-54
1.1.1.1.1.1.1.2.2.1.2	Process Applications	11	2-18	4-19
1.1.1.1.1.2.5.1	Process CA	8	2-42	
1.1.1.1.1.2.5	Process CUDD	7	2-25	
1.1.1.1.1.2.5.4	Process Diligent Development	8	2-42	
1.1.1.1.1.2.5.4.1	Process Diligent Lease	9	2-56	4-135
1.1.1.1.1.2.5.4.2	Process Diligent Operations	9	2-56	4-137
1.1.1.1.1.2.5.3	Process Drainage	8	2-55	4-132
1.1.1.1.1.1.1.2.1.1.1	Process Expired Lease	11	2-16	4-9
1.1.1.1.1.2.5.5	Process NGPA Determination	8	2-42	4-1
1.1.1.1.1.2.2.2.1.1	Process Notice	10	2-31	4-65
1.1.1.1.1.2.2.2.2.1	Process Notice	10	2-32	4-68
1.1.1.1.1.1.1.1.1.4	Process OTC Lease	9	2-13	4-6
1.1.1.1.1.2.2	Process Post-APD Activities	7	2-25	
1.1.1.1.1.1.1.2.1.1.3	Process Relinquished Lease	11	2-16	4-14
1.1.1.1.1.2.2.1	Process Reports	8	2-27	
1.1.1.1.1.1.1.2.3.2	Process SIMO Lease	10	2-20	4-34
1.1.1.1.1.2.4.2.3.3	Process SRA	10	2-36	4-85
1.1.1.1.1.2.4.3.4.3	Process SRA	10	2-38	4-94

## PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.1.1.1.2.1.1.2	Process Terminated & Cancelled Lease	11	2-16	4-11
1.1.1.1.1.2.5.2.1.4.1	Process Unit Change	11	2-49	4-116
1.1.1.1.1.2.5.2	Process Units	8	2-42	
1.1.1.1.1.1.1.2.2.2.2	Process Withdraw Parcel	11	2-19	4-26
1.1.1.1.1.2.4.3	Production Inspection	8	2-34	
1.1.1.1.1.2.4.3.2	Production Verification	9	2-37	4-89
1.1.1.1.1.1.2.3.1	Publicize Sale	9	2-24	4-43
1.1.1.1.1.1.1.2.2.2.3	Run Winner List	11	2-19	4-27
1.1.1.1.1.1.2.3	Sale Activities	8	2-21	
1.1.1.1.1.1.1.2.2.2	Select Lease Winner	10	2-17	
1.1.1.1.1.1.1.2	SIMO Leasing Program	8	2-12	
1.1.1.1.1.2.2.2.2	Subsequent Report	9	2-30	
1.1.1.1.1.2.5.2.1.4	Subsequent Unit Approval	10	2-48	
1.1.1.1.1.2.2.2	Subsequent Well Operations	8	2-27	
1.1.1.1.1.2.4.2.3.1	Sundry Application	10	2-36	4-82
1.1.1.1.1.2.4.3.4.1	Sundry Application	10	2-38	4-91
1.1.1.1.1.2.4.2.3.4	Surface Rehab Inspection	10	2-36	4-86
1.1.1.1.1.2.4.3.4.4	Surface Rehab Inspection	10	2-38	4-95
1.1.1.1.1.2.2.2.1.2	Technical Review	10	2-31	4-66
1.1.1.1.1.2.2.2.2.2	Technical Review	10	2-32	4-69
1.1.1.1.1.2.5.1.1.2	Technical Review	10	2-44	4-105
1.1.1.1.1.2.5.1.2.3	Terminate CA	10	2-45	

## PROCESS LIST

Identifier	Process Name	Level	DFD	IPO
1.1.1.1.1.2.5.2.1.5.2	Terminate/Eliminate Unit	11	2-50	
1.1.1.1.1.2.2.1.1.2	Transfer Account	10	2-29	4-62
1.1.1.1.1.2.5.1.2.2	Transfer Account	10	2-45	4-109
1.1.1.1.1.2.5.2.1.5.1.4	Transfer Account	12	2-51	4-121
1.1.1.1.1.2.4.2.2	Undesirable Event	9	2-35	4-81
1.1.1.1.1.2.4.3.3	Undesirable Event	9	2-37	4-90
1.1.1.1.1.2.5.2.1.5.2.1	Voluntary Termination	12	2-52	4-123
1.1.1.1.1.2.2.1.1	Well Completion Report	9	2-28	
1.1.1.1.1.2.5.2.1.5.1.1	Well Determinations	12	2-51	4-118
1.1.1.1.1.2.4.2.1	Well-Field Inspection	9	2-35	4-78
1.1.1.1.1.2.4.3.1	Well-Field Inspection	9	2-37	4-87
1.1.1.1.1.1.1.2.2.2.6	Wrap Up Lease Process	11	2-19	4-5
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## CHAPTER 4

### INPUT/PROCESS/OUTPUT NARRATIVES

The following narratives describe the detail processing done at the primitive level as defined by the Data Flow Diagrams. Included in each narrative is the following information:

1. the process name;
2. the identifier or process number;
3. the parent process name (the parent's identifier can be derived by omitting the last digit of the process identifier);
4. a general description of the process;
5. any applicable policies and procedures;
6. any constraints that may affect processing; and
7. the input/process/output narrative.

The process narratives appear in the order they are defined in the Data Flow Diagrams in Chapter 2.

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Application

Identifier: 1.1.1.1.1.1.1.1

Parent Process Name: OTC Process

Description: Applications for OTC leases come to the BLM through the cashier. The application is initially processed by the cashier or the designated person, which varies from state to state.

There is a variation in terminology for Alaska. In place of the automated Serial Register Page, Alaska uses the Case File Abstract. Also, instead of Case Recordation/ORCA, Alaska has the Alaska ALMRS (AALMRS).

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application Money	<p>Receive an Application and Money from an Applicant who is interested in an OTC lease. The application comes in by mail or in person.</p> <p>Add a date/time stamp to the application.</p> <p>The cashier checks for the correct amount. This includes the \$75 filing fee and \$1 per acre advance rental. If not correct, send the Money and Application back to the applicant.</p> <p>Prepare an Accounting Advice and send it and the Money to Accounting (FMS).</p> <p>Check for correct number of copies of application.</p> <p>Build case file, starting with the application and a copy of the Accounting Advice.</p> <p>Assign a Serial Number and stamp the case type code, such as Oil and Gas and 311111 or 311112.</p>	<p>Application Money</p> <p>Accounting Advice Money</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Serial Register Page (SRP)	Add township/range/state information.	
	Enter the new case Update Information into Case Recordation/ORCA.	Update Information
	Receive SRP from Recordation/ORCA, check it, and add it to the case file.	
	Send copy of SRP and Accounting Advice to applicant.	SRP Accounting Advice
	If there are simultaneous filed offers in accordance with 43 CFR 3111, send the Case File to Docket for Records and then OTC Drawing.	Case File
	Send the Case File and Application to Docket for Records.	Case File Application

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: OTC Drawing

Identifier: 1.1.1.1.1.1.1.2

Parent Process Name: OTC Process

Description: To conduct an OTC drawing if there are simultaneous offers for an OTC lease. This process includes Alaskan openings to the public which occasionally occur when an area is opened to OTC leasing (Alaska National Interest Lands Conservation Act (ANILCA) of 1980). If there are more than a few applicants, the AALMRS computer may make the selection.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	<p>The adjudicator receives the Case File from Docket from Records for all those offers that are simultaneously filed.</p> <p>The adjudicator determines a method to conduct an open drawing and in that drawing selects a priority order for the applications.</p> <p>The adjudicator adds Update Information to Case Recordation/ORCA to establish priority.</p> <p>The adjudicator sends the Case File to Docket for Check Case File.</p>	<p>Update Information</p> <p>Case File</p>



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Check Case File  
 Identifier: 1.1.1.1.1.1.1.3  
 Parent Process Name: OTC Process  
 Description: Status checks the plat and SRP information.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Case File	Status receives the Case File from Docket from Records and OTC Drawing.  Status logs in the case file, and checks it and the SRP.	
Plat	Status pulls the Oil and Gas Plat from the Plat File and adds the information to the case file.  Status checks information such as District Office, if another agency involved (e.g., Forest Service), acreage, conflicts (e.g., previous application still pending), KGS, withdrawals (e.g., reclamation, RR, wilderness area, ag experimental site, reservoir), and Historical Index information.  Status sends the Case File to Docket for Process OTC Lease.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process OTC Lease

Identifier: 1.1.1.1.1.1.1.4

Parent Process Name: OTC Process

Description: The adjudicator checks the application and case file and processes the lease.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	Adjudication receives the Case File from Docket from Check Case File.	
	The adjudicator checks the case file: rechecks the status, checks plat to ensure government has Oil and Gas rights, rechecks acreage, checks for BLM stips, if acquired land checks ownership.	
Township ALL   Record	In Alaska, receive Township ALL (TWPALL) Record from Alaska ALMRS. If applicable, send a SMA Letter to the SMA.	SMA Letter
SMA Letter	SMA returns the SMA Letter with requested information and stips if applicable.	
   	As necessary, the adjudicator sends the Offer to Lease and/or stipulation to the applicant for acceptance.	Offer to Lease Stipulations
Offer to Lease   Stipulations	Applicant returns the Offer to Lease or Stipulations within 30 days.	
	Adjudicator sends the Lease to Clearlist for a KGS determination.	Lease
Lease KGS Report	Clearlist returns the Lease with the KGS Report.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If there is no KGS, the Lease is signed by the Authorized Officer and sent to the lessee.	Lease
	The adjudicator sends a copy of the Lease to other Interested Parties, (such as an SMA) and to Acreage Control.	Lease
	In the case of an OTC drawing, send OTC Rejection Notice to the unsuccessful applicant (drawee).	OTC Rejection Notice
Appeal	If there is an appeal from the applicant as a result of the OTC Rejection Letter, send the Appeal to Appeals.	Appeal
	The adjudicator adds Update Information to Case Recordation/ORCA.	Update Information
	The adjudicator sends Case File to Docket for Records for posting.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Clearlist

Identifier: 1.1.1.1.1.1.1.5

Parent Process Name: OTC Process

Description: Clearlist is the process by which the Geologist analyzes a parcel to determine if it contains the possibility of a KGS. Clearlist is accomplished for noncompetitive leasing. If a parcel is within a KGS, it cannot be leased in the noncompetitive system, but must be turned over to competitive leasing. In the SIMO process, Clearlist is accomplished twice, once for an OTC lease.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Lease	The geologist receives a copy of a Lease from the adjudicator (Process OTC Lease, Process SIMO Lease).	
SIMO List	The geologist receives a copy of the SIMO List from the adjudicator (Prepare SIMO List).	
Oil & Gas Information	<p>The geologist receives Oil &amp; Gas Information from Oil &amp; Gas Sources.</p> <p>The geologist checks maps and records for recent drilling activity in the area, especially current projects. Information is received from Field Maps, individual well records, well logs, completion reports, files, PI Weekly Report, and Well Plats.</p> <p>The geologist makes a determination based on the possibility of KGS.</p> <p>The geologist sends the Lease and KGS Report to the adjudicator (Process OTC Lease, Process SIMO Lease), and the KGS Report to the adjudicator (Prepare SIMO List).</p> <p>If there is KGS, the geologist sends a New KGS Determination to adjudication (Identify Competitive Parcel).</p>	<p>Lease KGS Report</p> <p>New KGS Determination</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Expired Lease

Identifier: 1.1.1.1.1.1.2.1.1.1

Parent Process Name: Close Out Lease

Description: This process represents the activities taken by the various State Offices to prepare the SIMO list based on an expired lease. After 10 years, if there is no drilling, the lease expires. This applies to both OTC and SIMO leases. When the lease expires, no notification is necessary for the lessee.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Expired Lease List	Accounting (BRASS) runs a 3-month program on what is and will be expiring for non-competitive leases. Adjudication receives the Expired Lease List monthly.	
Case File	<p>Adjudication receives the Case File from Docket.</p> <p>Adjudication reviews the case file to ensure that it did expire.</p> <p>If there is drilling, adjudication prepares an Accounting Advice and sends it to Accounting (BRASS) to extend the expiration date.</p> <p>The adjudicator stamps the Case File with the date of expiration.</p> <p>The adjudicator prepares Expired Lease List by district.</p> <p>The adjudicator enters the Expired List into Case Recordation/ORCA with Update Information.</p> <p>The adjudicator sends out the Expired Lease List to the Public, District, and Prepare SIMO List.</p>	<p>Accounting Advice</p> <p>Update Information</p> <p>Expired Lease List</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Adjudication sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Terminated and Cancelled Lease

Identifier: 1.1.1.1.1.1.2.1.1.2

Parent Process Name: Close Out Lease

Description: This process represents the activities taken by the various State Offices to prepare the SIMO list based on a terminated or cancelled lease. A lease may be cancelled if it issued to a wrong applicant, there is a mistake on the status, fraud on the part of the lessee, or a mistake in BLM processing.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Deficient and Outstanding Report	Accounting (BRASS) runs a Deficient and Outstanding (D & O) Report monthly of those leases that have been terminated. Adjudication receives the Deficient and Outstanding Report.	
Case File	Adjudication receives the Case File from Docket.  Adjudication reviews the case file to ensure that there are grounds for termination and that it is terminated.  A copy of MMS receipts is maintained in the Case File. Check Case File for confirmation for deficient payment. If there is payment confirmation in the Case File, send Accounting Advice to Accounting (MMS) indicating that the lease should not be terminated.  If the lease is in production, it cannot be terminated. If drilling is indicated, adjudication sends a Drilling Letter to the District to confirm whether or not production in paying quantities is established.	Accounting Advice       Drilling Letter

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Drilling Letter	Adjudication receives confirmation from the District with a Drilling Letter. If there is no production, adjudication sends a Notice of Termination to the lessee.	Notice of Termination
	Adjudication will wait 60 days for a lessee to reply with a Reinstatement Request.	
Reinstatement Request Accounting Advice	If a Reinstatement Request is received from the lessee, with the correct amount of money, adjudication receives the Reinstatement Request and Accounting Advice from the cashier.	
	If the Reinstatement Request is received after the SIMO process has begun, adjudication sends a Withdraw Notification to the Wyoming State Office (Process Withdraw Parcel) to withdraw the parcel from the SIMO list.	Withdraw Notification
	If adjudication discovers that a lease was issued erroneously, adjudication prepares a decision cancelling the lease. After the appeal period, if the parcel is available for SIMO processing, adjudication prepares a Cancelled Lease List. Otherwise, the parcel is not offered.	
	Adjudication stamps the Case File with the date of termination and prepares the Terminated Lease List by district.	
	The adjudicator enters the Terminated Lease List and Cancelled Lease List into Case Recordation/ORCA with Update Information.	Update Information



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The adjudicator sends the Terminated Lease List and the Cancelled Lease List to the Public, District, Accounting (BRASS), and Prepare SIMO List.	Terminated Lease List Cancelled Lease List
	Adjudication sends Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Relinquished Lease

Identifier: 1.1.1.1.1.1.2.1.1.3

Parent Process Name: Close Out Lease

Description: This process represents the activities taken by the various State Offices to prepare the SIMO list based on a relinquished lease.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Relinquishment Letter	Adjudication receives a Relinquishment Letter from the Lessee indicating that the lessee is giving up all or part of the lease.	
Case File	Adjudication receives the Case File from Docket.	
	Adjudication reviews the case file to verify lessee and lands.	
	Adjudication prepares an Accounting Advice for partial or complete reduction of acreage and sends it to Accounting (BRASS).	Accounting Advice
	If there is total relinquishment, the adjudicator closes the case.	
	The adjudicator enters the Relinquished List into Case Recordation/ORCA with Update Information.	Update Information
	The adjudicator sends the Relinquished Lease List to Prepare SIMO List.	Relinquished Lease List
	The adjudicator sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Prepare SIMO List

Identifier: 1.1.1.1.1.1.2.1.2

Parent Process Name: Pre-SIMO Process

Description: After receiving the three SIMO lists from adjudication, adjudication prepares a SIMO list for each parcel that will be offered through the SIMO lease process, sends the list to Clearlist, and consolidates the SIMO list.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Expired Lease List	Adjudication receives the Expired Lease List, Terminated Lease List, Cancelled Lease List, and Relinquished Lease List from Close Out Lease.	
Terminated Lease List		
Cancelled Lease List		
Relinquished Lease List		
Reoffer List	Adjudication receives the Reoffer List from Process SIMO Lease.	
Case File	Adjudication receives the old Case File from Docket.	
	The adjudicator reviews the case file for items such as stipps, agency reports, etc., and checks title status from the plats.	
	The adjudicator checks District Books (Environmental Analysis Books) and Plats.	
	The adjudicator checks for obvious KGS. If there is a KGS, the adjudicator notifies the Competitive Lease Section (Identify Competitive Parcel) with a Description of KGS Lands that the lands may be offered competitively.	Description of KGS Lands

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	In some cases, it is necessary to go to the district for information such as stipulations or consolidation of parcels. Adjudication sends the Case Report Letter to the district.	Case Report Letter
District Letter	Adjudication receives the District Letter from the district with information on the parcel.	
	Adjudication sends a SMA Letter to the SMA, if applicable.	SMA Letter
SMA Letter	Adjudication receives a SMA Letter from the SMA.	
	The adjudicator sends a copy of the SIMO List to Clearlist for review.	SIMO List
KGS Report	Adjudication receives the KGS Report from Clearlist and analyzes the results. If there is KGS, the adjudicator deletes the KGS parcel from the SIMO list.	
	The adjudicator enters the parcel information into Case Recordation/ORCA with Update Information.	Update Information
	The adjudicator consolidates the SIMO List and sends it to Distribute SIMO List.	SIMO List
	The adjudicator sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Distribute SIMO List

Identifier: 1.1.1.1.1.1.2.1.3

Parent Process Name: Pre-SIMO Process

Description: Once the SIMO list is processed and consolidated, it is sent to the public, District, and the Wyoming State Office.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
SIMO List	<p>The adjudicator receives the SIMO List from Prepare SIMO List.</p> <p>The adjudicator sends the SIMO List to the Public, District, the Wyoming State SIMO Office (Input Advance Rental), and Acreage Control.</p>	SIMO List

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Input Advance Rental

Identifier: 1.1.1.1.1.1.2.2.1.1

Parent Process Name: Enter SIMO Applications

Description: This process inputs the SIMO lease data that has been sent to the SIMO office from the 12 State offices. SIMO Conveyance Examiners compare the acreage with the rental price and input the advance rental data into the computer.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
SIMO List	<p>The SIMO office receives the SIMO List from Distribute SIMO List (from the 12 State offices).</p> <p>The Conveyance Examiners take the lists and check to ensure that the acreage and first year lease price match (\$1 per acre or fraction thereof).</p> <p>The Conveyance Examiners input Advance Rental Data into the DSC computer.</p> <p>If the Conveyance Examiners discover a discrepancy in the acreage listed compared to the advance rental posted, the examiner sends a Withdraw Notification to Process Withdraw Parcel.</p>	<p>Advance Rental Data</p> <p>Withdraw Notification</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Applications

Identifier: 1.1.1.1.1.1.2.2.1.2

Parent Process Name: Enter SIMO Applications

Description: This process represents the cursory manual procedures accomplished by the Conveyance Examiners to ensure that certain areas of each application are included and filled out correctly. This process prepares the application for input into the Optical Mark Reader.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application Money	<p>The Conveyance Examiner receives an Application and Money from the applicant.</p> <p>The Conveyance Examiner does the following:</p> <p>Add block number: Each examiner is assigned a sequence of serial numbers to add to the application. This aids in the later identification of the examiner and links the application with the remittance. Serial numbers are stamped on both the application (Form 3112-6) and the remittance.</p> <p>Check remittance: Check to see if a remittance is included. If there is no remittance, and if this is not just a Part A change in an applicant's record, the application is unacceptable at this point. Part A changes (i.e., request for an identification number) are entered into the computer as Record Change Data.</p> <p>BLM regulations require that the application include a \$75 application filing fee and advance payment of the first year's rent (\$1 per acre or fraction thereof).</p>	Record Change Data

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>These fees are required for each parcel applied for under the Simultaneous Oil and Gas Leasing Program. The rental payment, but not the application fee, will be refunded to unsuccessful applicants.</p> <p>The examiner matches the remittance with the amount entered on the OMR form. If they are different, the examiner updates the application to match the remittance. This is the only part of the application that the examiner is permitted to change.</p> <p>Check for application compliance: If the application is not in compliance with 43 CFR 3112, the application is unacceptable.</p> <p>Process unacceptable application: The examiner accomplishes the necessary paperwork for unacceptable application for lack of signature, remittance, or other administrative errors. These are placed with the application for later transmittal to the applicant. The application is still processed similar to the accepted application (such as depositing the money).</p>	
Application	<p>The Conveyance Examiner receives an unacceptable application from Enter OMR and processes the application similar to the other unacceptable applications except in this case, the money has already been deposited.</p> <p>Individual Identification (ID) Number: If the application does not have an individual ID, create a number and add it to the application.</p> <p>Filing Service ID Number: If the application does not have a Filing Service ID and one is necessary, create a number and add it or the already assigned number to the batch header.</p>	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Batch processing: Place the applications into batches of approximately 50 applications or one filing service and accomplish the necessary batch processing for each batch.	
	The examiner makes a copy of the check (Money) and prepares a Batch Control Sheet and sends both to Accounting (FMS).	Batch Control Sheet Money
	The examiner places the Applications in batches in the locked vault.	Application

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Enter OMR

Identifier: 1.1.1.1.1.1.2.2.1.3

Parent Process Name: Enter SIMO Applications

Description: This process represents the procedures by which the Conveyance Examiner enters the Optical Mark Reader forms into the OMR to create a tape.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application	<p>The examiner receives the Applications in batches from the locked vault.</p> <p>Run OMR forms: The OMR forms, with the headers and trailers, are run through the OMR. The forms are numbered with unique batch/sequence numbers. At the end of the process, a tape is created.</p> <p>Transmit tape: The tape created from the OMR is transmitted to the DSC as Tape Transmit for input into the computer.</p> <p>If the application does not pass certain edit fields, the OMR ejects the application and the application is unacceptable. The unacceptable Application is sent back to Process Application.</p> <p>The examiner sends the OMR numbered Application to the locked vault.</p>	<p>Tape Transmit</p> <p>Application</p> <p>Application</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Microfilm Applications

Identifier: 1.1.1.1.1.1.2.2.1.4

Parent Process Name: Enter SIMO Applications

Description: This process represents the procedures for microfilming the SIMO applications for security, litigation, and historical reasons.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application	<p>The examiner receives the Applications from the locked vault.</p> <p>The examiner microfilms the applications.</p> <p>The examiner sends the Applications to the locked vault.</p> <p>The examiner sends the Microfilm to a microfilm file in a locked vault.</p>	<p>Application</p> <p>Microfilm</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Edit Filing Master

Identifier: 1.1.1.1.1.1.2.2.2.1

Parent Process Name: Select Lease Winner

Description: This process ensures that an accurate file is available for the SIMO random drawing.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Application	The examiner pulls the appropriate Application from the locked vault.	
Problem List	<p>"Balance" the list: The examiner receives a Problem List from the computer on the applications processed for the SIMO drawing. If there is an incorrect remittance placed on the form compared to the amount required as calculated by the computer, the application is flagged as in error. The examiner reviews the application to determine if the remittance is over, under, or correct.</p> <p>If the remittance is correct, and the computer records a smudge as a valid parcel, that parcel is deleted from the application by an OMR correction form.</p> <p>If the remittance is an overpayment, a refund is due the applicant. The examiner writes a refund form. This data is later manually entered into a local computer, verified and proofed, balanced in final analysis, and used to create a tape to format computerized refunds after the selection. Prepare a Notice of Overpayment of Fee for later transmittal to the applicant.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If the remittance is an underpayment, the application is unacceptable. OMR Correction Form is created and run through the OMR to create an OMR tape. The OMR Tape is transmitted to the DSC Computer.</p> <p>An Unacceptable Notice is written and kept with the application for later transmittal to the applicant. Prepare a Refund Form for later transmittal to the applicant.</p>	OMR Tape
Correction Update	Receive Correction Update from the DSC computer. Verify to ensure that the corrections are appropriate. If they are not, then create additional OMR Correction Forms and follow the process again.	
Historical Part A File	Receive Historical Part A File from the DSC computer. Compare the new Part A with the new OMR tape file and the historical data to update names and addresses. Examiner verifies the new applicant numbers for accuracy and ensures that an applicant did not accidentally replace someone else's Part A. The computer crosschecks Part A and Part B files to ensure all match up.	
Part B Listing	Receive Part B Listing from DSC computer. Verify accuracy of application, determine if unacceptable, and verify filing service.	
Balance All Batches	<p>Receive Balance All Batches from the DSC computer. Verify amount of money with batch sheets to correct if necessary.</p> <p>Microfilm unacceptable: All of the unacceptable applications are alphabetized, copies created for the applicant, and originals are microfilmed. The Microfilm is sent to the Microfilm File in the locked storage.</p> <p>The examiner sends the Applications to the locked vault.</p>	<p>Microfilm</p> <p>Application</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Withdraw Parcel

Identifier: 1.1.1.1.1.1.2.2.2.2

Parent Process Name: Select Lease Winner

Description: The purpose of this process is to withdraw parcels from the SIMO process that a State office or Wyoming SIMO Office (for incorrect advance rental for acreage listed) have withdrawn. This is the only case where the applicant receives the entire amount (including application fee) as a refund.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Withdraw Notification	<p>The SIMO office receives a Withdraw Notification from the State offices (Process Terminated Lease) or Wyoming SIMO Process (Input Advance Rental) that a particular parcel is being withdrawn from the drawing.</p> <p>Process withdraw notification: The Conveyance Examiner withdraws the parcel from the computer with a Withdraw Notification that flags the parcel with the withdrawn status (later a tape will generate a refund from this action).</p>	Withdraw Notification

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Run Winner List

Identifier: 1.1.1.1.1.1.2.2.2.3

Parent Process Name: Select Lease Winner

Description: The purpose of this process is for the Draw Supervisor, under strict security precautions and in accordance with 43 CFR 3112, to instruct the computer to make the selections for the SIMO draw.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	Conduct draw: The Draw Supervisor begins the draw by processing an extract list to pull out state batches and parcels.	
Extract List	<p>The Draw Supervisor receives the Extract List from the computer and, using their passwords, instruct the computer to conduct the draw.</p> <p>The examiner creates and sends the Tapes (Winner's File Tape and Random Number Tape) used in the drawing to the Computer (DSC) for storage, reselection, and investigation.</p>	Tapes
Drawing List	The Draw Supervisor receives from the computer a Drawing List with the winners identified by number. The Draw Supervisor requests a Winner's Update.	
Winner's Update	<p>The Draw Supervisor receives the Winner's Update from the computer.</p> <p>Process winners: The Draw Supervisor sends the Winner's Update to the Conveyance Examiners to Adjudicate Priority Applications.</p>	Winner's Update

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Priority Applications

Identifier: 1.1.1.1.1.1.2.2.4

Parent Process Name: Select Lease Winner

Description: The purpose of this process is for the Conveyance Examiner to make a final determination on the acceptability of the application before the results of the draw are published.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Winner's Update	The Conveyance Examiner receives the Winner's Update from the Draw Supervisors.	
Application	<p>The Conveyance Examiner pulls the appropriate Application from the locked vault and conducts a final review to ensure that the application is correct.</p> <p>If the application is correct, no further action is necessary.</p> <p>If the application is incorrect, the application is rejected. The examiner completes a reject letter informing the applicant of the disposition of the case and his or her right of appeal. This letter is filed with the application to be sent out later.</p> <p>The examiner sends the Application to the locked vault.</p> <p>If the applicant declines to appeal or if the applicant is unsuccessful in the appeal process, the Draw Supervisor will conduct another draw and will send a Request for New Priority Applicant to the computer. (NB: reselelection could take from a few months to a few years.)</p>	<p>Application</p> <p>Request for New Priority Applicant</p>



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Reselection Request	Receive Reselection Request from Process SIMO Lease for new priority applicant to take the place of a disqualified priority applicant or a priority applicant who did not take the lease. Send a Request for New Priority Applicant to the computer.	Request for New Priority Applicant
Serial Number	The Conveyance Examiner receives Serial Number from the State Office. The Serial Number is input to the computer to add to the Final Results List.	Serial Number
Final Results List	<p>The Conveyance Examiner receives the Final Results List from the computer.</p> <p>Verify the Final Results List for accuracy. Make a copy of each priority application.</p> <p>Send Final Results List to Distribute Results List.</p>	Final Results List

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Distribute Results List

Identifier: 1.1.1.1.1.1.2.2.5

Parent Process Name: Select Lease Winner

Description: The purpose of this process is to notify the public as soon as possible following selection of the priority applicants.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Final Results List	The Conveyance Examiner receives the Final Results List from Adjudicate Priority Applications. The examiner sends this list and the priority Application to the State offices (Create New Case File).	Final Results List Application

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Wrap Up Lease Process

Identifier: 1.1.1.1.1.1.2.2.2.6

Parent Process Name: Select Lease Winner

Description: The purpose of this process is for the SIMO personnel to wrap up the SIMO drawing process.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Tapes	The Conveyance Examiners request that the computer create 4 Tapes and Listings:	
Listings	Part A, Part B, information by Application, and information by parcel. These tapes are also used for reselection.	
	The examiner sends the Listings to storage.	Listings
	The Information by Application and the Information by Parcel tapes create two microfiche tapes each--one set for the Wyoming State Office and one set for the public. The examiner sends them to the public, State Offices (Create New Case File), and storage.	Microfiche
	The Information by Application tape creates the MailDS Tape. The MailDS Tape is sent to the DSC computer to generate Status Notice postcards for the applicants.	MailDS Tape
	Examiner mails Unacceptable Notice and Reject Letter to the applicant.	Reject Letter Unacceptable Notice
	The examiner determines how much money should go to each State Office and sends these Account Records to Accounting (FMS).	Account Records

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Applications Microfilm	<p>The examiner pulls the Applications and Microfilm from the locked vault.</p> <p>The examiner moves the Applications and Microfilm to a storage area (instead of locked vault).</p>	Applications Microfilm
Agent's List	<p>If an investigation is warranted, the examiner receives the Agent's List from the computer (Information by Application tape) and analyzes it.</p> <p>The examiner processes refund data for withdrawn parcel, advance rental refund, and unacceptable/overpayment by notifying Accounting (DSC) with a Refund Notification. This Refund Notification informs the DSC computer to run the necessary tapes to generate the refunds.</p>	Refund Notification
Detect Report	The examiner receives the duplicate Detect Report from the computer (Information by Application and Information by Parcel tapes) and analyzes it.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Create New Case File

Identifier: 1.1.1.1.1.1.2.3.1

Parent Process Name: Post-SIMO Process

Description: Once a State Office has received the SIMO Lease List from the Wyoming State Office, it creates a new case file for each parcel that has a priority applicant.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Final Results List Application Microfiche	<p>State Office receives Microfiche and the Application from Wrap Up Lease Process and the Final Results List from Distribute Results List.</p> <p>State Office creates a new case file for each parcel that has a priority applicant.</p> <p>State Office creates a SIMO List of those parcels that have a priority applicant, and an OTC List for those parcels without an applicant. The OTC List will be available for new OTC filings the first day of the month following the date of posting of the results of the lists in the Public Room.</p> <p>Send OTC List and SIMO List to Records to post the records.</p> <p>Send OTC List and SIMO List to Public Room.</p> <p>Send the SIMO List to adjudication for Process Lease.</p> <p>State Office sends Case Files to Docket.</p>	<p>OTC List SIMO List</p> <p>OTC List SIMO List</p> <p>SIMO List</p> <p>Case Files</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process SIMO Lease

Identifier: 1.1.1.1.1.1.2.3.2

Parent Process Name: Post-SIMO Process

Description: Adjudication processes the SIMO lease by working with Clearlist and the Applicant.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
SIMO List	Adjudication receives the SIMO List from Create New Case File.	
Case Files	Adjudication receives the Case Files from Docket.  Adjudication checks the case file for Status (e.g., not in Wilderness Area) and Stips.  The adjudicator processes the lease by mailing the Offer to Lease to the applicant asking for acceptance of government terms and stipulations.	Offer to Lease
Offer to Lease	Adjudication receives the signed Offer to Lease application from the applicant.  Adjudication sends the Lease to Clearlist for their KGS review.	Lease
Lease KGS Report	Adjudication receives the Lease and KGS Report from Clearlist.  The final Lease is signed by the Authorized Officer. A copy of the lease is sent to the Lessee.  Adjudication sends a copy of the lease to other interested parties, such as a SMA, and to Acreage Control.	Lease  Lease

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	If the priority applicant refuses the Offer to Lease, the application is rejected. The adjudicator waits for the end of the 30-day appeal period, and sends a Reselection Request to the Wyoming SIMO Unit Adjudicate Priority Applications process.	Reselection Request
	If there is only one applicant and that applicant is disqualified or rejected, that parcel is reentered into the SIMO drawing process by sending a Reoffer List to Prepare SIMO List.	Reoffer List
	The adjudicator enters the lease information into Case Recordation/ORCA with Update Information.	Update Information
	The adjudicator sends the Case Files to Docket for Records for posting.	Case Files

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Identify Competitive Parcel

Identifier: 1.1.1.1.1.1.2.1.1

Parent Process Name: Adjudicate KGS Parcel

Description: Describes the process by which a KGS parcel and NPR-A lands are identified for the competitive process. A competitive lease is issued for 5 years (except for NPR-A which is issued for 10 years). If there is no drilling, the lease expires. When the lease expires, no notification is necessary for lessee.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Nomination Letter	A member of the public writes a Nomination Letter nominating a parcel. The adjudicator sends an Acknowledgement Letter in return.	Acknowledgement Letter
Expired Lease List	Accounting (BRASS) runs a 3-month program of what is and will be expiring for competitive leases.	
Description of KGS Lands	Adjudication (Prepare SIMO List) notices KGS on the plat or in the case file in their check of OTC, SIMO, and competitive leases that have expired, terminated, relinquished, or cancelled and sends a Description of KGS Lands to adjudication.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Drainage Determination	The geologist (Process Drainage) sends a Drainage Determination to adjudication indicating that there is government land next to an active well that is draining from under the government land.	
New KGS Determination	The geologist from Clearlist sends a New KGS Determination to adjudication.	
KGS Determination	Adjudicate KGS sends a KGS Determination to adjudication describing the new KGS area.	
District KGS Letter	A District sends a District KGS Letter to adjudication nominating a parcel of KGS land based on activity in the area.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Alaska Sale List	Alaska ALMRS sends an Alaska Sale List indicating those parcels that have been terminated, cancelled, or expired.	
	The adjudicator may add a parcel to the list based on observing government land in a KGS area.	
	The adjudicator takes the identified parcels and sends an Individual KGS Parcel to Build Field File.	Individual KGS Parcel

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Build Field File

Identifier: 1.1.1.1.1.2.1.2

Parent Process Name: Adjudicate KGS Parcel

Description: The adjudicator builds a field file for each parcel identified for a competitive lease.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Individual KGS Parcel	The adjudicator receives an Individual KGS Parcel from Identify Competitive Parcel.	
Plat	<p>The adjudicator uses the Individual KGS Parcel to pull the parcel Plat from the Plat File to build a field file.</p> <p>The plat is colored with the KGS offer area.</p> <p>The adjudicator checks for stips and status.</p> <p>If necessary, the adjudicator sends a Request for Information to a District (including production information from an existing lease) or SMA.</p>	Request for Information
Information Reply	<p>Adjudication receives an Information Reply from the District or SMA with the requested information.</p> <p>The adjudicator checks for production activity.</p> <p>The adjudicator sends an Initial Evaluation Worksheet to the Economic Evaluation Section (Conduct Initial Screening).</p>	Initial Evaluation Worksheet

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Conduct Initial Screening

Identifier: 1.1.1.1.1.2.2.1

Parent Process Name: Economic Evaluation

Description: Economic Evaluation examines the parcel to determine the parcel's potential for oil or gas development.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Initial Evaluation Worksheet	<p>Economic Evaluation receives an Initial Evaluation Worksheet from adjudication (Build Field File) for a potential oil and gas indication.</p> <p>Economic Evaluation conducts an initial screening of maps, current and recent activity, and adjacent lands.</p>	
Alaska Hold Sale Notice	<p>Economic Evaluation receives an Alaska Hold Sale Notice from the Alaska State Office indicating that an NPR-A sale should be held.</p> <p>For NPR-A, Economic Evaluation takes into account environmental and other considerations, determines which areas should be offered for sale, prepares an NPR-A Sale Map of the offer area, and sends it to Publicize Sale, the Justice Department, Alaska State Office, and Fairbanks District Office.</p> <p>Economic Evaluation sends the Initial Evaluation Worksheet to adjudication (Publicize Sale).</p>	<p>NPR-A Sale Map</p> <p>Initial Evaluation Worksheet</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Perform Pre-Sale Analysis

Identifier: 1.1.1.1.1.2.2

Parent Process Name: Economic Evaluation

Description: Economic Evaluation analyzes the economic potential of the parcel being considered for competitive leasing.

Policies/Procedures: None.

Constraints: The public must not find out the PEV figure.

Input	Process	Output
Draft Competitive Notice	Economic Evaluation receives a Draft Competitive Notice from adjudication (Publicize Sale).	
NPR-A Land Description	Economic Evaluation receives an NPR-A Land Description from Publicize Sale. This list contains a description of all those parcels that will be offered for sale.	
Oil and Gas Information	Economic Evaluation receives Oil and Gas Information from Oil and Gas Sources to assist them in determining the economic value of the parcel:  Comparable sales: look at activity within a three mile radius of the parcel.  Look at adjoining wells.  Discount Cash Flow Program: Determine what investment is expected to drill and place well into production and what are the reserves. Discount the money by taking the future dollar and bringing it back to today.  Figure return on the investment.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>Economic Evaluation arrives at a Pre-Sale Estimate Value (PEV) which is a fair market value or ball park figure.</p> <p>Economic Evaluation sends the PEV to Perform Post-Sale Analysis.</p>	<p>PEV</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Publicize Sale

Identifier: 1.1.1.1.1.2.3.1

Parent Process Name: Sale Activities

Description: Adjudication consolidates the parcel list, determines which parcels will go out for bid, and publicizes the list.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Initial Evaluation Worksheet	Adjudication receives the Initial Evaluation Worksheet from Economic Evaluation (Conduct Initial Screening) and determines which parcels will be offered for competitive bidding based on their potential.	
	Adjudication parcelizes the larger parcels to keep acreage below 640 acres.	
NPR-A Sale Map	Adjudication receives the NPR-A Sale Map from Conduct Initial Screening.	
	For these NPR-A lands, adjudication writes a description of those parcels and attaches the appropriate stipulations to the parcels.	
	Adjudication sends the NPR-A Land Description to Perform Pre-Sale Analysis.	NPR-A Land Description
	Adjudication writes advertisements for newspapers and sends out the Ads.	Ads

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	For NPR-A, adjudication writes advertisements and sends out the Ads to newspapers, plus a short version for the Federal Register and the Justice Department.	Ads
	Adjudication sends out the Draft Competitive Notice to the District Office, Washington Office, Economic Evaluation (Perform Pre-Sale Analysis), the Public, and SMA.	Draft Competitive Notice



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Conduct Sale

Identifier: 1.1.1.1.1.2.3.2

Parent Process Name: Sale Activities

Description: The adjudicator or other BLM personnel, conducts the sale for competitive leasing. Some offices use a computer program to maintain the records during bidding. Often, personnel from Accounting assist with the sale.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	Set up the bidding room.	
Sealed Bid	Receive Sealed Bid from Accounting (FMS) that had come from the Bidder.	
Bidding Logs	Receive the Bidding Logs from Accounting (FMS) that had been completed by the Cashier (one for each parcel).	
	Conduct the sale:	
	Open and announce bid.	
	Log in bids on Bid Record.	
	Create a Sale Results report.	
	Check validity and amount of money, including one-fifth of the amount bid, and acceptability of bid form.	
	Separate out the high bids, but no bid shall be accepted or rejected at that time.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Send all bid Money and Sale Results to Accounting (FMS) for entry into Case Recordation/ORCA or Alaska AALRS for NPR-A (Accounting also sends the low bid money back to the bidder with a copy appropriate Sale Results).	Money Sale Results
SRP	Receive the SRP from Case Recordation/ORCA or Alaska ALMRS, adds it to the field file, and builds a case file.  File the bid record with the successful bid case file.  Send the Sale Results to the Public, District Office, Washington Office, and SMA.	Sale Results
	Send the Sale Results to Economic Evaluation (Perform Post-Sale Analysis) for acceptable/not acceptable determination.	Sale Results
	Send the Sale Results to Wrap Up Sale.	Sale Results

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Perform Post-Sale Analysis

Identifier: 1.1.1.1.1.2.3.3

Parent Process Name: Sale Activities

Description: Economic Evaluation matches the bid with the PEV to determine which bids are to be accepted and which might be rejected. The lease shall be awarded to the qualified bidder submitting the highest acceptable bid, and Economic Evaluation determines what is acceptable.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Sale Results	Economic Evaluation receives the Sale Results from adjudication (Conduct Sale), asking for a determination on each of the high bids.	
PEV	<p>Economic Evaluation receives the PEV from Perform Pre-Sale Analysis.</p> <p>Economic Evaluation compares the bid with the PEV and accepts the bid if it is close or over the PEV.</p> <p>Economic Evaluation can use the comparable data at the day of the sale to raise a PEV.</p> <p>If the bid is too low, Economic Evaluation can recommend that a Notice of Probable Rejection (NOPR) be sent to the bidder.</p> <p>Economic Evaluation can do an Average Estimate of Track (AEOT) to lower their PEV.</p> <p>Economic Evaluation prepares the Sale Recommendation Report.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Economic Evaluation sends the Sale Recommendation Report to adjudication (Wrap Up Sale).	Sale Recommendation Report
NOPR Response	Economic Evaluation receives a NOPR Response from adjudication (Wrap Up Sale) and conducts a new evaluation and determination. Sends a new Sale Recommendation Report to adjudication (Wrap Up Sale).	Sale Recommendation Report

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Wrap Up Sale

Identifier: 1.1.1.1.1.2.3.4

Parent Process Name: Sale Activities

Description: Adjudication completes the sale process with notifications. If necessary, adjudication may consider the next highest bid. In no event will an offer be made to the next highest bidder if the difference between the bid and that of the successful bidder is greater than one-fifth of the rejected bid or if the next highest bid is not otherwise acceptable.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Sale Results	Adjudication receives the Sale Results from Conduct Sale.	
Sale Recommendation Report	Adjudication receives the Sale Recommendation Report from Economic Evaluation (Perform Post-Sale Analysis).	
Case File	Adjudication receives the Case File from Docket.	
	Adjudication adds the Sale Recommendation Report to the Case File.	
	Adjudication sends the Probable Rejection Notice to high bidders whose bid was not high enough and gives them 15 days to justify their bid.	Probable Rejection Notice
	For NPR-A, adjudication sends a copy of the Probable Rejection Notice to the Justice Department.	Probable Rejection Notice

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
NOPR Response	If a NOPR Response is sent by the high bidder, adjudication sends the NOPR Response to Economic Evaluation (Perform Post-Sale Analysis).	NOPR Response
Sale Recommendation Report	Adjudication receives the Sale Recommendation Report from Economic Evaluation (Perform Post-Sale Analysis) with the final determination to accept or reject the bid.  If the recommendation is to reject the bid, adjudication sends a Rejection Decision to the high Bidder.	Rejection Decision
	Adjudication sends the Case File to Docket for Issue Lease.	Case File
	Adjudication sends the Sale Results to Issue Lease.	Sale Results

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Issue Lease

Identifier: 1.1.1.1.1.2.4

Parent Process Name: Competitive Leasing

Description: Adjudication processes the lease with the lessee.

Policies/Procedures: None.

Constraints: Justice Department information is considered confidential and proprietary. The BLM is not permitted to review the Bidder Antitrust Information.

Input	Process	Output
Sale Results	Adjudication receives the Sale Results from Wrap Up Sale.	
Case File	Adjudication receives the Case File from Docket from Wrap Up Sale.  For NPR-A, adjudication sends the Sale Results to the Justice Department for the checking of antitrust laws.	Sale Results
Bidder Antitrust Information	Adjudication receives Bidder Antitrust Information from the applicant, and, without opening it, sends it to the Justice Department.	Bidder Antitrust Information
Antitrust Objection	Adjudication receives an Antitrust Objection from the Justice Department, if the department has any objection to the applicant. If there is an objection, adjudication may consider another applicant. If there is no Justice Department objection after thirty days, the lease process continues for the NPR-A lease.  Adjudication prorates the newspaper costs and any other monies to be paid when sending the lease and stips to the bidder. (This is not accomplished for NPR-A.)	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Alaska Bond List	<p>Adjudication receives the Alaska Bond List from the Bond and Surety for NPR-A and checks to ensure that the applicant has an appropriate bond on file. If there is no bond or not enough bonding, sends Request for Bonding to the applicant.</p> <p>Adjudication continues to check the Alaska Bond List for appropriate bonding from the applicant.</p> <p>Adjudication sends the Offer to Lease with the stips and request for additional monies (including balance of bonus money, newspaper costs, and first year's rental) to the Bidder.</p>	<p>Request for Bonding</p> <p>Offer to Lease</p>
Offer to Lease	Adjudication receives the signed Offer to Lease from the lessee.	
Accounting Advice	<p>Adjudication receives an Accounting Advice from Accounting (Cashier). The requested monies had been received by the Cashier from the bidder and an Accounting Advice had been prepared.</p> <p>The Authorized Officer signs the lease, and Adjudication sends it to the Lessee.</p> <p>Adjudication sends a copy of the lease to the SMA and Acreage Control.</p> <p>Adjudication sends copy of Accounting Advice to Accounting (MMS).</p> <p>Adjudication provides Update Information to Case Recordation/ORCA.</p> <p>Adjudication sends the Case File to Docket for Records for posting.</p>	<p>Lease</p> <p>Lease</p> <p>Accounting Advice</p> <p>Update Information</p> <p>Case File</p>



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: NOS Option

Identifier: 1.1.1.1.2.1.1

Parent Process Name: Process APD

Description: The operator may, prior to filing an APD, file a Notice of Staking (NOS). The information will aid in identifying the need for associated rights-of-way and special use permits. Surveying and staking may be accomplished without approval from the authorized officer. Staking shall include the well location, two 200-foot directional reference stakes, the exterior dimensions of the drill pad, reserve pit and other areas of surface disturbance, cuts and fills, and centerline flagging of new roads with road stakes being visible from one to the next.

Policies/Procedures: Circular No. 2538.

Constraints: None.

Input	Process	Output
NOS	<p>The surface protection specialist receives a Notice of Staking (NOS) from an operator.</p> <p>The specialist begins preparation environmental inspection reports:</p> <p>Categorical Exclusion Record (CER) as provided by DM 516.6.</p> <p>Environment Assessment (EA) where a CER is not appropriate.</p> <p>Environmental Impact Statement (EIS) if the problem exceeds the limitations of an EA.</p> <p>The specialist sends the NOS Conditions of Approval to the operator for the operator to add to the APD.</p>	<p>NOS Conditions of Approval</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Application

Identifier: 1.1.1.1.1.2.1.2

Parent Process Name: Process APD

Description: An Application for Permit to Drill, Deepen, or Plug Back (APD) comes into the authorized BLM office from an operator and is processed by the application examiner.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
APD	The application examiner receives the APD from an operator.	
APD	The application examiner receives an APD from Process Diligent Lease for Indian lands.  The APD is checked to make sure it is complete and correctly filled out and is checked for bonding, ownership records, and surface ownership.	
Bond List	The application examiner receives the Bond List from Case Recordation/ORCA and determines if the operator is on the list. If the operator is not on the Bond List, sends a Request for Designation of Operator to the operator for a bonded party.	Designation of Operator
Designation of Operator	The application examiner receives the Designation of Operator from the lessee. This information is checked with the Bond List.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>If the APD involved an SMA or the BIA, sends a copy of the APD to the SMA and BIA. If the APD involves private land ownership, send the APD with a notification of pre-site inspection to private land owner. The private land owner and operator are encouraged to work out an agreement for protection and reclamation of the land and sign a Surface Land Owner Agreement.</p>	APD
Conditions of Approval	The SMA or BIA sends Conditions of Approval for the APD.	
Surface Land Owner Agreement	<p>The application examiner receives a Surface Land Owner Agreement from the operator.</p> <p>A copy of the APD is sent to Conduct Geologic Evaluation and Conduct Surface Evaluation.</p>	APD

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Conduct Geologic Evaluation

Identifier: 1.1.1.1.1.2.1.3

Parent Process Name: Process APD

Description: The geologist conducts a geologic evaluation of the APD.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
APD	<p>The geologist receives a copy of the APD from the application examiner and conducts a geologic evaluation of the request.</p> <p>The geologist checks the formation tops provided by the operator from the surface to the projected or proposed total depth and compares the information with adjacent wells.</p> <p>The geologist determines the need to protect other mineral resources (oil shale, sodium, coal, etc.), fresh water aquifers, if potential hazards may be present (H2S, overpressured zones, lost circulation, etc.), and identify potential drainage situations.</p> <p>The completed APD with evaluation is sent to Conduct Engineering Evaluation.</p>	APD

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Conduct Engineering Evaluation

Identifier: 1.1.1.1.1.2.1.4

Parent Process Name: Process APD

Description: The engineer conducts an engineering evaluation of the APD.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
APD	<p>The engineer receives a copy of the APD from Conduct Geologic Evaluation and conducts an engineering evaluation of the request.</p> <p>The engineer reviews the 8 Point Drilling Plan; examines the casing program to protect the formation; protects fresh water, BOP (Blow Out Prevention), and other technical areas; and checks formation, state spacing (is a CA needed?), and directional drilling.</p> <p>The completed APD with evaluation is sent to the Application Examiner for Issue APD.</p>	APD

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Conduct Surface Evaluation

Identifier: 1.1.1.1.1.2.1.5

Parent Process Name: Process APD

Description: The Surface Protection Specialist (Environment Scientist or Natural Resource Specialist) conducts a surface evaluation of the APD.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
APD	<p>The Surface Protection Specialist receives a copy of the APD from the application examiner and conducts an environmental evaluation of the request.</p> <p>The specialist reviews the 13 Point Surface Use Plan for surface activity; and checks access routes, reserve pit, equipment, H2S, other gas, and the size of drill pad. If H2S is identified as potential, reviews for adequate safeguards in case the operator hits H2S.</p> <p>If the lease is in a coastal zone, coordinate the APD with the State Coastal Zone Management Office.</p> <p>The specialist checks and evaluates the reclamation plan.</p> <p>The specialist obtains sign-off agreements from other resource specialists within the BLM or outside agencies as required (wildlife, archeology, etc.).</p> <p>The specialist conducts an on-site inspection (along with the SMA and operator).</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The specialist prepares environmental inspection reports:</p> <p>Categorical Exclusion Record (CER) as provided by DM 516.6.</p> <p>Environment Assessment (EA) where a CER is not appropriate.</p> <p>Environmental Impact Statement (EIS) if the problem exceeds the limitations of an EA.</p> <p>The Completed APD with evaluation is sent to the Application Examiner for Issue APD.</p>	APD

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Issue APD

Identifier: 1.1.1.1.1.2.1.6

Parent Process Name: Process APD

Description: After the specialists have reviewed the APD, it goes to the authorized officer for final signature approval and is issued for one year.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
APD	<p>The application examiner receives the APD with the evaluations from the specialists.</p> <p>The application examiner has the Authorized officer sign the APD and issue it.</p> <p>The approved APD is sent to the operator, SMA, State Oil and Gas Commission, and the BLM State Office.</p> <p>The approved Diligent Development APD is sent to the BIA Process Diligent Lease.</p>	<p>APD</p> <p>APD</p>



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Notice of Production

Identifier: 1.1.1.1.1.2.2.1.1.1

Parent Process Name: Well Completion Report

Description: To process the Well Completion Report. Generate the First Production Memo on first well on a lease, Unit, or CA.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Well Completion Report	<p>The Office of Record receives the Well Completion Report from the operator.</p> <p>The technical specialist reviews the Well Completion Report to determine if it reflects the engineering/geological data required by the APD.</p> <p>The application examiner uses the Well Completion Report to create a First Production Memo if the well is capable of production in paying quantities.</p> <p>If the land under lease is covered by Diligent Development (BIA Lease), the application examiner sends a copy of the First Production Memo to Process Diligent Operations.</p> <p>The application examiner sends the First Production Memo to the Land Law Examiner (LLE) for Transfer Account.</p>	<p>First Production Memo</p> <p>First Production Memo</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Transfer Account

Identifier: 1.1.1.1.1.2.2.1.1.2

Parent Process Name: Well Completion Report

Description: To transfer the account from BRASS to AFS.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
First Production Memo	The LLE receives the First Production Memo from the application examiner.	
Last Production Memo	The LLE receives the Last Production Memo from Last Production.	
Case File	The LLE receives the Case File from Docket.	
	The LLE prepares an Accounting Advice to transfer the lease from BRASS to AFS and sends it to Accounting (BRASS).	Accounting Advice
	The LLE sends Update Information to Case Recordation/ORCA.	Update Information
	The LLE sends a Notice of Transfer of Lease Account to the Lessee and to Accounting (AFS) (with the lease documents).	Notice of Transfer of Lease Account
	The LLE sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Monthly Report of Operations

Identifier: 1.1.1.1.2.2.1.2

Parent Process Name: Process Reports

Description: The Monthly Report of Operations (MRO) is due to the Authorized Officer by the tenth day of the second month following the production month. The report will contain all production, sales, and disposal of oil, gas, and water from each well, the status of operations on the last day of the month, and a general summary of the status of operations on the lease.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Monthly Report of Operations	The Office of Record receives the Monthly Report of Operations from the operator.	
Case File	<p>The technical specialist receives the Case File from Docket.</p> <p>The technical specialist reviews the Monthly Report of Operations and uses the data supplied by the operator to analyze the status of the well and determines if any action is necessary with the operator.</p> <p>The technical specialist sends the Case File to Docket.</p>	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Fifth Day Report

Identifier: 1.1.1.1.1.2.2.1.3

Parent Process Name: Process Reports

Description: The Fifth Day Report is submitted to the Authorized Officer not later than the fifth business day after any well begins production on which royalty is due anywhere on a lease site or resumes production in the case of a well which has been off production for more than ninety days.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Fifth Day Report	The Office of Record receives the Fifth Day Report from the operator.	
Case File	The technical specialist receives the Case File from Docket.	
	The technical specialist reviews the Fifth Day Report to analyze the status of the well.	
	The technical specialist sends a copy of the Fifth Day Report to Accounting (MMS).	Fifth Day Report
	The technical specialist sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Notice

Identifier: 1.1.1.1.2.2.1.1

Parent Process Name: Notice of Intention

Description: A Sundry Notice and Reports on Wells (Form 3160-5) is used for submitting proposals to perform certain well operations.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Notice of Intention	The Office of Record receives a Notice of Intention from an operator indicating that the operator wishes to perform some activity on the well.	
Case File	<p>The application examiner receives the Case File from Docket.</p> <p>The application examiner logs in the Notice of Intention and checks it to ensure that it is complete and filled out correctly.</p> <p>The application examiner sends the Notice of Intention and Case File to the technical specialist (engineer, geologist, surface protection) for Technical Review.</p>	<p>Notice of Intention Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Technical Review

Identifier: 1.1.1.1.1.2.2.2.1.2

Parent Process Name: Notice of Intention

Description: The technical specialists review the Notice of Intention to determine how it will affect their specific area, including potential Surface Disturbing Activity.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Notice of Intention Case File	<p>The technical specialist (geologist, engineer, and/or surface protection specialist) receive a Notice of Intention and Case File from the application examiner.</p> <p>The technical specialist analyzes the effects of the proposed activity. Specialists are utilized depending on which resources the activity will impact. If necessary, additional conditions of approval can be added to the Notice of Intention.</p> <p>The technical specialist sends the Notice of Intention and Case File to the application examiner for approval.</p>	Notice of Intention Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Approve Notice  
 Identifier: 1.1.1.1.2.2.2.1.3  
 Parent Process Name: Notice of Intention  
 Description: The Authorized Officer approves or disapproves the request.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Notice of Intention Case File	<p>The application examiner receives the Notice of Intention and Case File from the technical specialist.</p> <p>The application examiner prepares an approval/disapproval decision for the Notice of Intention for the Authorized Officer and, when signed, sends it to the operator.</p> <p>The application examiner sends the Case File to Docket.</p>	<p>Notice of Intention</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Notice

Identifier: 1.1.1.1.2.2.2.1

Parent Process Name: Subsequent Report

Description: The application examiner processes the Subsequent Report.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Subsequent Report	The Office of Record receives the Subsequent Report from the operator indicating that a particular activity is completed.	
Case File	<p>The application examiner receives the Case File from Docket.</p> <p>The application examiner logs in the Subsequent Report and checks it to ensure that it is filled out completely and correctly.</p> <p>The application examiner sends the Subsequent Report and Case File to the technical specialist (engineer, geologist, surface protection) for a Technical Review.</p>	Subsequent Report Case File



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Technical Review  
 Identifier: 1.1.1.1.2.2.2.2  
 Parent Process Name: Subsequent Report  
 Description: The technical specialist reviews the Subsequent Report.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Subsequent Report Case File	<p>The technical specialist (engineer, geologist, surface protection) receives the Subsequent Report and Case File from the application examiner.</p> <p>The technical specialist analyzes the Subsequent Report to determine if the activity was conducted and completed in accordance with the approved NOI.</p> <p>The technical specialist sends the Subsequent Report and Case File to the application examiner for the Acknowledgement Notice.</p>	Subsequent Report Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Acknowledge Notice  
 Identifier: 1.1.1.1.1.2.2.2.3  
 Parent Process Name: Subsequent Report  
 Description: The Authorized Officer acknowledges the Subsequent Notice.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Subsequent Report Case File	The application examiner receives the Subsequent Report and Case File from the technical specialist.	
	Prepares an acknowledgment to go along with the Subsequent Report and sends it to the Operator.	Subsequent Report
	The application examiner sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Last Production  
 Identifier: 1.1.1.1.1.2.2.3  
 Parent Process Name: Subsequent Well Operations  
 Description: To process the Last Production Memo.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Case File	<p>The examiner/technical specialist receives the Case File from Docket.</p> <p>From an examination of Case File material, determines that the lease is no longer capable of producing lease hole substances in paying quantities. If that determination is made, the Last Production Memo is issued and sent to Transfer Account.</p> <p>The Case File is sent to Docket.</p>	<p>Last Production Memo</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: KGS Determination

Identifier: 1.1.1.1.1.2.3.1

Parent Process Name: KGS

Description: A geologic evaluation of a producing (or capable of production) oil and/or gas field that includes all lands determined to be presumptively productive. The geologist examines all available land status and geologic data. Verifies control points (statistical data: structural tops, isopach values, water saturations, etc.) for existing geologic maps and constructs appropriate geologic maps when needed to define the limits of the trap(s). The geologist examines sources such as the Township and Range File, Oil and Gas Plats, Individual Well Records, Well Logs, PI, Dwigths, Special Maps, and structural and isopach maps.

In Alaska, the BLM determines areas favorable for the discovery of oil or gas. These areas are called Favorable Petroleum Geological Provinces (FPGPs) and are provided for by the Alaska National Interest Lands Conservation Act of 1980. An NPGP is basically a KGS on a grand scale. As with KGS, NPGP leases will be issued only by competitive bidding.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Oil and Gas Information	<p>The geologist receives oil and gas information from many different Oil and Gas Sources and determines that an area is within a KGS. The geologist interprets the limits of the trap(s) from available geologic data and subsurface mapping.</p> <p>The geologist creates a KGS Case File with all of the associated data and maps.</p> <p>The geologist sends a KGS Notice (with the legal description) to Status for Records and to the adjudicator for Adjudicate KGS.</p>	KGS Notice

INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
-----	The geologist sends the KGS Case File to Adjudicate KGS.	KGS Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate KGS

Identifier: 1.1.1.1.2.3.2

Parent Process Name: KGS

Description: The adjudicator takes the KGS Notice and determines which leases are affected.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
KGS Notice	The adjudicator receives a KGS Notice from Status (Records) and from the LLE (KGS Determination).	
KGS Case File	<p>The adjudicator receives the KGS Case File from KGS Determination.</p> <p>The adjudicator determines which leases must be changed in light of the new KGS determination.</p> <p>If the KGS area is not under lease, the adjudication sends a KGS Determination with the new KGS area to Identify Competitive Parcel.</p>	KGS Determination
Case File	<p>For those parcels under lease, the adjudicator receives the Case File from Docket.</p> <p>As necessary, the adjudicator sends a KGS Letter to the lessee with the KGS information.</p>	KGS Letter
KGS Letter	<p>The adjudicator receives the KGS Letter from the lessee.</p> <p>The adjudicator prepares and sends an Accounting Advice to Accounting (BRASS).</p>	Accounting Advice

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	The adjudicator enters Update Information into Case Recordation/ORCA.	Update Information
	The adjudicator sends the KGS Case File to the KGS File.	KGS Case File
	The adjudicator sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Inspection Strategy Plan

Identifier: 1.1.1.1.1.2.4.1

Parent Process Name: Inspection and Enforcement

Description: The lowest inspection office writes a yearly strategy plan for determining the inspection goals for the year. The plans are consolidated at the District and State level and are sent to the Washington office. The determination as to which lease will be inspected follows a set of guidelines which are, in order of importance: 1/ high oil or gas production, 2/ poor operator compliance history, 3/ environmental concerns (Threatened and Endangered Species, Areas of Critical Environmental Concern), 4/ health and safety concerns (H2S, high pressure areas), 5/ subsurface resources (coal, potash, water), 6/ legal or other standards (no inspection within the last 3 years).

"High-FOGRMA -P" classification will result if there is a high rating for production, and "High-FOGRMA -C" for poor compliance history; and "Both High" will result from a high P or a high C and a single high rating in another area. Only leases with all low ratings will have an overall low rating. After the leases are prioritized and if appropriate, ranked, the available inspection time of the staff will be used to determine the number and percentage of leases which can be inspected for the upcoming year. Highest ranking leases will be inspected first; lower ranked ones may have a random inspection. (see BLM Instruction Memorandum 86-13)

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Oil and Gas Information BLM Instructional Memorandum	The office receives Oil and Gas Information from Oil and Gas Sources and BLM Instructional Memorandum from BLM regulations.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The office analyzes the information using the Automatic Inspection Record System (AIRS) and writes an Inspection Strategy Plan for the fiscal year. The plan prioritizes the inspections and is a guideline for inspections throughout the year.</p> <p>The office sends a copy of the Inspection Strategy Plan to the District and State Offices for consolidation and to the Inspection Files.</p>	<p>Inspection Strategy Plan</p>

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Well-Field Inspection

Identifier: 1.1.1.1.1.2.4.2.1

Parent Process Name: Drilling Inspection

Description: Preparation for an inspection includes identifying permit stipulations, types and dates of approvals, geologic data, well, lease, and field information, location, prior inspection data, resource data, production data, and facility diagrams for comparison.

The inspector creates an organized schedule of leases which are in a geographical proximity, notifies operators of pending inspections, or acknowledges inspection requests from outside sources (such as the drilling or production staff, adjudicators, other federal agencies, or state agencies).

The inspector prints the list of inspection items and groups them into manageable blocks for geographical areas. The inspector consults files and enters approval dates on AIRS inspection sheet prior to field inspection. Each office may vary on policies and procedures.

The inspector will conduct well-field inspections to determine the status and state of the wells in the drilling phase of operation. The inspection will determine if field conditions agree with permitted or required conditions, will identify operational violations, and will gather evidence in the case of violations needing enforcement for compliance. Specifically, a field inspection checks conditions of surface operations such as access roads, dirt work, or water disposal. It will also respond to a landowner complaint concerning oil and gas operations on their surface.

The inspection includes the surface conditions in pre-drilling operations (building roads, pits), and drilling (pressure control equipment, casing, or cementing operations) or post-drilling operations (erosion control, contouring, or backfilling).

Each violation found during a field inspection is counted as an Incident of NonCompliance (INC), and a separate INC citation (Form 3160-9) is issued for each incident or violation. Each INC shall contain a clear, concise description of the violation, a reference to the

# INPUT/PROCESS/OUTPUT NARRATIVES

requirement violated, the timeframe allowed for abatement, and the resultant enforcement actions for nonabatement. In special cases, a letter in lieu of an INC may be used to advise an operator of noncompliance, e.g., failure to submit a required report.

All major or moderate violations require a follow-up inspection to verify that the violation has been corrected. Minor violation corrections can be self-certified by the operator and do not require a follow-up inspection.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Inspection Information	<p>The inspector receives Inspection Information from the Inspection Strategy Plan, MMS, AIRS, Inspection Record System, Case File, and other inspection sources to determine which wells will be inspected, both scheduled and random inspections. Also, the inspector may take into account staff concerns and outside notification.</p> <p>The inspector conducts the inspections.</p> <p>The Surface Protection Specialist may conduct notice or no-notice inspections, especially in the case of EA or EIS.</p> <p>Check lease expiration: if drilling is occurring over the lease expiration date, then the operator can get an automatic two-year lease extension.</p> <p>Check for items such as cement job, Blow-Out Preventors (BOPs), and Casing Integrity Tests.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>For each violation, the inspector writes an Incidence of Noncompliance (INC). If the violation is of a very serious nature (immediate threat to health/safety or environment), the inspector prepares a Notice of Shut-In. The Notice of Shut-In is processed similar to an INC, except that the Shut-In is more serious and requires a reinspection before resuming operations.</p> <p>The INC and Notice of Shut-In are sent to the operator and to Notice of Noncompliance (both Administrative Violation and Field Inspection Violation for an INC and Field Inspection Violation for a Shut-In).</p>	<p>INC Notice of Shut-In</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Undesirable Event

Identifier: 1.1.1.1.1.2.4.2.2

Parent Process Name: Drilling Inspection

Description: An undesirable event, such as a reported spill (oil, salt water), leakage, fire, accident, lightning strike, etc., is reported. The inspector, engineer, or surface protection specialist determines any royalty loss or damage to resources or environment and suggests corrective measures.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Undesirable Event Report	<p>The inspector or specialist receives an undesirable event report from the operator or from any source.</p> <p>The inspector may work with the surface protection specialist to inspect the site or the surface protection specialist may do the inspection.</p> <p>As necessary, the inspector issues a notice for corrective action and/or writes an INC or the surface protection specialist may write a letter for corrective action.</p> <p>Based on the severity of the incident, the inspector may send out an Undesirable Event Report to the BLM State Office, Washington Office, EPA, State EPA, and Emergency Services as necessary.</p>	Undesirable Event Report

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Sundry Application

Identifier: 1.1.1.1.1.2.4.2.3.1

Parent Process Name: Abandonment

Description: The process to abandon a well begins with the filing of a Sundry Notice of Intention to Abandon (NIA). (Note: this process may be accomplished verbally with the paperwork submitted later.)

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
NIA	<p>The application examiner receives the Notice of Intention to Abandon (NIA) from an operator for abandonment, temporary abandonment (12-month approval to cap), or shut in (shut it down to do work on well for a certain amount of time).</p> <p>The examiner logs in the notice, and the engineer checks to ensure that it is an adequate program. The engineer checks the NIA for technical and geological soundness and for amendments that are written on or attached to the NIA.</p> <p>The authorized officer approves the NIA.</p>	
	The NIA is sent to the operator and placed in the Well File in the Case File.	NIA
NIA	<p>If required, the operator notifies the inspector prior to commencing abandonment procedures.</p> <p>The examiner sends the NIA to Inspection.</p>	NIA

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Inspection

Identifier: 1.1.1.1.1.2.4.2.3.2

Parent Process Name: Abandonment

Description: The operator has submitted a sundry notice (NIA) and now the inspector must inspect the site and the plugging operation. An abandonment inspection is conducted to ensure compliance with the approved plugging program and to ensure that critical cement plugs are properly placed.

Inspection to ensure compliance with surface reclamation requirements is also required. However, subsurface and surface inspections are considered as separate and distinct inspections since the completion of site reclamation occurs at a later date than the setting of subsurface plugs.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
NIA	The inspector receives a NIA from Sundry Application which contains the operator's request for abandonment.	
NIA	The inspector receives a verbal or written NIA from the operator indicating that abandonment is beginning. A verbal NIA is often used for a dry hole operation.	
	The inspector may go out to the well to check on the abandonment.	
Plugging Request	The engineer receives a Plugging Request from the operator to plug a hole.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The engineer evaluates the request and determines if an inspection to witness the action if necessary. The engineer approves/disapproves the request and sends the Plugging Approval to the operator.</p>	Plugging Approval
	<p>Inspector may go out and witness the plugging.</p>	
	<p>The inspector, if necessary, informs the appropriate specialist of the abandonment by sending the NIA to Process SRA.</p>	NIA



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process SRA

Identifier: 1.1.1.1.1.2.4.2.3.3

Parent Process Name: Abandonment

| Description: The technical specialist processes the Subsequent Report of Abandonment (SRA).

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
NIA	<p>The technical specialist receives the NIA from Inspection.</p> <p>The technical specialist recommends approval/disapproval of the Subsequent Report of Abandonment (SRA) for the authorized officer.</p> <p>The technical specialist sends a copy of the SRA to the operator.</p>	SRA

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Surface Rehab Inspection

Identifier: 1.1.1.1.1.2.4.2.3.4

Parent Process Name: Abandonment

Description: After the operator has rehabilitated the well area, the surface conducts a final inspection up to two years or more to ensure that the surface area meets BLM standards. The Surface Protection Specialist ensures that reclamation is accomplished and that the strips were followed or will work with the SMA with their strips (at times, the SMA handles the surface rehabilitation inspection). The surface may be privately owned and the landowner may certify that the rehabilitation is satisfactory.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Final Abandonment Notice	<p>The surface protection specialist receives a Final Abandonment Notice (FAN) from the Operator indicating that the well area has been returned to its natural state.</p> <p>The surface protection specialist conducts an inspection and, if the area is approved, recommends the FAN be signed by the authorized officer.</p> <p>The approved FAN is sent to the State, Area, and District Offices for their review, to Bond and Surety to release the bond, and to the Operator.</p>	FAN

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Well-Field Inspection

Identifier: 1.1.1.1.2.4.3.1

Parent Process Name: Production Inspection

Description: Preparation for an inspection includes identifying permit stipulations, types and dates of approvals, geologic data, well, lease, and field information, location, prior inspection data, resource data, production data, and facility diagrams for comparison.

The inspector creates an organized schedule of leases which are in a geographical proximity, notifies operators of pending inspections, or acknowledges inspection requests from outside sources (such as the drilling or production staff, adjudicators, other federal agencies, or state agencies).

The inspector prints the list of inspection items and groups them into manageable blocks for geographical areas. The inspector consults files and enters approval dates on AIRS inspection sheet prior to field inspection. Each office may vary on policies and procedures.

The inspector will conduct well-field inspections to determine the status and state of the wells and facilities in the production or sales phase of operation. The inspection will determine if field conditions agree with permitted or required conditions, will identify operational violations, and will gather evidence in the case of violations needing enforcement for compliance. A field inspection may check conditions of surface operations such as access roads, dirt work, or water disposal. It will also respond to a landowner complaint concerning oil and gas operations on their surface.

The inspection includes normal producing or sales operations to compare facility diagram; check site security; measurement, storage, and disposition of oil, gas, water; location and conditions of facilities and wells; any hazards present. Also, the inspector will check, as appropriate, the requirements and stipulations on the leases, CAs, and Units.

Policies/Procedures: None.

Constraints: None.

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Inspection Information	<p>The inspector receives Inspection Information from the Inspection Strategy Plan, MMS, AIRS, Inspection Record System, and other inspection sources to determine which wells will be inspected, both scheduled and random inspections. Also, the inspector may take into account staff concerns and outside notification.</p> <p>The inspector conducts the inspections.</p> <p>The Surface Protection Specialist may conduct notice or no-notice inspections, especially in the case of EA or EIS.</p> <p>For each violation, the inspector writes an Incidents of Noncompliance (INC). If the violation is of a very serious nature (immediate threat to health/safety or environment), the inspector prepares a Notice of Shut-In. The Notice of Shut-In is processed similar to an INC, except that the Shut-In is more serious and requires a reinspection before resuming operations.</p> <p>The INC and Notice of Shut-In are sent to the operator and to Notice of Noncompliance (both Administrative Violation and Field Inspection Violation for an INC and Field Inspection Violation for a Shut-In).</p>	INC Notice of Shut-In

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Production Verification

Identifier: 1.1.1.1.1.2.4.3.2

Parent Process Name: Production Inspection

Description: The inspector verifies the amount of gas and oil being produced, including measurement of volumes, determination of temperature and gravity of oil, integrity of seals (also removal or addition of seals), valve position, and other sales information.

The inspector will also ascertain that meters are accurately gauging products so that royalty may be allocated correctly, including witnessing meter provings or measurement calibrations and well production tests run by operator or purchaser.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	<p>The inspector receives the Case File from Docket and reviews the Monthly Reports of Operations in the Case File from the operators. Through field inspections, the inspector verifies the accuracy of the report.</p> <p>The inspector may also review other records to determine production: daily gauge reports, seal accounts or registers, run tickets, tank tables.</p> <p>The inspector sends Production Verification Results to Accounting (MMS).</p> <p>The inspector sends the Case File to Docket.</p>	<p>Production Verification Results</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Undesirable Event

Identifier: 1.1.1.1.1.2.4.3.3

Parent Process Name: Production Inspection

Description: The operator reports an undesirable event, such as a reported spill (oil, salt water), leakage, fire, accident, lightning strike, etc., on a producing lease. The inspector, surface protection specialist, or engineer will determine any royalty loss or damage to resources or environment and suggest corrective measures.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Undesirable Event Report	<p>The inspector or specialist receives an Undesirable Event Report from the operator or from any source.</p> <p>The inspector may work with the surface protection specialist to inspect the site or the surface protection specialist may do the inspection.</p> <p>As necessary, the inspector issues a notice for corrective action and/or writes an INC or the surface protection specialist may write a letter for corrective action.</p> <p>Based on the severity of the incident, the inspector may send out an Undesirable Event Report to the BLM State Office, Washington Office, EPA, State EPA, and Emergency Services as necessary.</p>	Undesirable Event Report

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Sundry Application

Identifier: 1.1.1.1.1.2.4.3.4.1

Parent Process Name: Abandonment

Description: The process to abandon a well begins with the filing of a sundry application. (Note: for a depleted producer (except for stripper well shut-in), this process is not usually accomplished verbally.)

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
NIA	<p>The Office of Record receives the Notice of Intention to Abandon (NIA) from an operator for abandonment, temporary abandonment (12-month approval), or shut in (shut it down to do work on well for a certain amount of time).</p> <p>The examiner logs in the notice, and the engineer checks to ensure that it is an adequate program. The engineer checks the NIA for technical and geological soundness and for amendments that are written on or attached to the NIA.</p> <p>The authorized officer approves the NIA.</p> <p>The NIA is sent to the operator and placed in the Well File in the Case File.</p>	NIA
NIA	<p>If required, the operator notifies the inspector prior to commencing abandonment procedures.</p> <p>The examiner sends the NIA to Inspection.</p>	NIA

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Inspection

Identifier: 1.1.1.1.1.2.4.3.4.2

Parent Process Name: Abandonment

Description: The operator has submitted a sundry notice (NIA) and now the inspector must inspect the site and the plugging operation. An abandonment inspection is conducted to ensure compliance with the approved plugging program and to ensure that critical cement plugs are properly placed.

Inspection to ensure compliance with surface reclamation requirements is also required. However, subsurface and surface inspections are considered as separate and distinct inspections since the completion of site reclamation occurs at a later date than the setting of subsurface plugs.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
NIA	The inspector receives a NIA from Sundry Application which contains the operator's request for abandonment.	
NIA	The inspector receives a verbal or written NIA from the operator indicating that abandonment is beginning.	
	The inspector may go out to the well to check on the abandonment.	
	The inspector, if necessary, informs the appropriate specialist of the abandonment by sending the NIA to Process SRA.	NIA
Plugging Request	Exhausted Producer Inspection: the engineer receives a Plugging Request from the operator to plug a hole.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The engineer evaluates the request and determines if an inspection to witness the action if necessary. The engineer approves/disapproves the request and sends the Plugging Approval to the operator.</p>	<p>Plugging Approval</p>
	<p>Inspector may go out and witness the plugging.</p>	

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process SRA

Identifier: 1.1.1.1.1.2.4.3.4.3

Parent Process Name: Abandonment

Description: The technical specialist processes the Subsequent Report of Abandonment (SRA).

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
NIA	The technical specialist receives the NIA from Inspection.	
	The technical specialist recommends approval/disapproval of the Subsequent Report of Abandonment (SRA) for the authorized officer.	
	The technical specialist sends a copy of the SRA to the operator.	SRA

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Surface Rehab Inspection

Identifier: 1.1.1.1.1.2.4.3.4.4

Parent Process Name: Abandonment

Description: After the operator has rehabilitated the well area, the surface protection specialist conducts a final inspection up to two years or more after the abandonment to ensure that the surface area meets BLM standards. The Surface Protection Specialist ensures that reclamation is done properly and that the strips were followed (on BLM land) or will work with the SMA with their strips (at times, the SMA conducts the surface rehabilitation inspection). The SMA may be a private landowner and may certify that the rehabilitation is satisfactory.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Final Abandonment Notice	<p>The surface protection specialist receives a Final Abandonment Notice (FAN) from the operator indicating that the well area has been returned to its natural state.</p> <p>The surface protection specialist conducts an inspection and, if the area is approved, recommends the FAN be signed by the authorized officer.</p> <p>The approved FAN is sent to the State, District, and Area Offices for their review, to Bond and Surety to release the bond, and to the operator.</p>	FAN

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Notice of Noncompliance

Identifier: 1.1.1.1.1.2.4.4.1.1

Parent Process Name: Administrative Violation

Description: This process involves the notification to the operator or contractor of the administrative violations found during the inspection, file search, further collection of evidence to support enforcement process, and updating the inspection records.

These violations are usually office or paperwork related. The operator may be submitting late or inaccurate production reports or incorrect information on completion reports. Usually a letter directing that the operator submit the information within a certain time frame is sent.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The application examiner, inspector, or anyone may discover an administrative irregularity, such as an administrative violation discovered by an inspector during file research for the preparation for an inspection.	
	The inspector or the "finder" prepares and sends a Notice of Incidents of Noncompliance (INC) to the operator and to Follow-up.	INC
	Depending on the violation, the inspector determines follow-up action, including another inspection.	
INC	The inspector receives the INC from Well-Field Inspection (both Drilling and Production Inspection) indicating that some kind of action is necessary.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
INC	<p>The inspector receives the INC from the operator. If it had been a minor violation and is abated, the inspector may accept the self certification from the operator. If it had been a moderate or major violation, a reinspection and further enforcement may be necessary.</p> <p>The inspector may file the INC in the AIRS Suspense File if further action is necessary at a later date.</p>	INC

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Follow-up

Identifier: 1.1.1.1.2.4.4.1.2

Parent Process Name: Administrative Violation

Description: As a result of the Notice of Incidents of Noncompliance, the inspector may conduct a follow-up check to determine if the violation had been corrected.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
INC	<p>The inspector or application examiner uses the information from the INC in the Suspense File or the INC received from the operator to conduct a follow-up administrative check.</p> <p>If noncompliance continues, the inspector issues another Notice of Incidents of Noncompliance to the Operator and to the Assessment process.</p>	INC
	If the violation has been corrected, the inspector annotates the INC and sends it to the Operator.	INC

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Assessment  
 Identifier: 1.1.1.1.1.2.4.4.1.3  
 Parent Process Name: Administrative Violation

Description: Administrative noncompliance by the operator can lead to an assessment or civil penalty. This is a second step of enforcement in the event that an operator did not correct a violation at all, or not within the time frame allowed on the INC. Any penalties or assessments will affect only the particular lease and operator/lessee in question, and not all the leases held by the lessee or operations conducted by the operator.

If noncompliance continues, the process continues with a follow-up inspection leading to further enforcement action (with increasingly more severe civil penalties) until the violation has been corrected. In extreme cases, it can lead to lease cancellation.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
INC	<p>The inspector receives information from the INC.</p> <p>Based on BLM standards and FOGDMA, the inspector recommends to the authorized officer an Assessment or civil Penalty be levied on the operator for an administrative violation and send these to the operator and lessee of record.</p>	Assessment Penalty

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Notice of Noncompliance

Identifier: 1.1.1.1.2.4.4.2.1

Parent Process Name: Field Inspection Violation

Description: This process involves the notification to the operator or contractor of the operational violations found during the inspection, further collection of evidence to support enforcement process, and updating the inspection records.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
	The inspector may discover a field violation.	
	The inspector prepares and sends a Notice of Incidents of Noncompliance (INC) or, in the case of severe violations, a Notice of Shut-In to the operator and to Follow-up Inspection.	INC Notice of Shut-In
INC Notice of Shut-In	The inspector receives the INC or Notice of Shut-In from the operator. If it had been a minor violation and is abated, the inspector may accept the self certification from the operator. If it had been a moderate or major violation, a reinspection and further enforcement may be necessary.	
	The inspector sends the INC or Notice of Shut-In to the operator and to Follow-up Inspection.	INC Notice of Shut-In
INC Notice of Shut-In	The inspector receives the INC or a Notice of Shut-In from Well-Field Inspection (both Drilling and Production Inspection) indicating that some kind of action is necessary.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	Depending on the violation, the inspector determines follow-up action, including another inspection.	
	The inspector may file the INC or Notice of Shut-In in the AIRS Suspense File if further action is necessary at a later date.	INC

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Follow-up Inspection

Identifier: 1.1.1.1.2.4.4.2.2

Parent Process Name: Field Inspection Violation

Description: As a result of the Notice of Noncompliance, the inspector may conduct a follow-up field inspection to determine if the violation had been corrected appropriately within the time frame allowed on the INC. After the operator receives the INC and corrects the violation, the operator will send back one copy of the INC to the issuing office. For certain minor violations, this self-certification that the violation has been corrected within the time frame is satisfactory, but in cases of moderate or major violations, a follow-up inspection is necessary. Follow-up Inspection will also handle the more severe cases that result in a Notice of Shut-In.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
INC Notice of Shut-in	<p>The inspector uses the information from the INC or Notice of Shut-In in the Suspense File or from the operator to conduct a follow-up field check.</p> <p>If noncompliance continues, the inspector issues another Notice of Incidents of Noncompliance or Notice of Shut-In to the Operator and to the Assessment process.</p> <p>Depending on the violation, the inspector determines follow-up action, including another inspection.</p> <p>If the violation has been corrected, the inspector annotates the INC and sends it to the Operator.</p>	<p>INC Notice of Shut-In</p> <p>INC</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Assessment

Identifier: 1.1.1.1.1.2.4.4.2.3

Parent Process Name: Field Inspection Violation

Description: Field noncompliance by the operator can lead to an assessment or civil penalty. This is a second step of enforcement in the event that an operator did not correct a violation at all, or not within the time frame allowed on the INC. Any penalties or assessments will affect only the particular lease and operator/lessee in question, and not all the leases held by the lessee or operations conducted by the operator.

If noncompliance continues, the process continues with a follow-up inspection leading to further enforcement action (with increasingly more severe penalties or a Shut-In of the operation) until the violation has been corrected. In extreme cases, it can lead to lease cancellation.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
INC Notice of Shut-In	<p>The inspector receives the INC or Notice of Shut-In from Follow-up Inspection.</p> <p>Based on BLM standards and FOGARMA, the inspector may levy an immediate Assessment or recommend to the authorized officer an Assessment or civil Penalty on the operator for a violation and send these to the Operator and Lessee of record.</p> <p>If assessment and/or civil penalties are warranted, follow-up inspections will occur when the INC is received a second time from the operator (or not received, which is an administrative violation).</p>	Assessment Penalty

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Initiate CA

Identifier: 1.1.1.1.1.2.5.1.1.1

Parent Process Name: Issue CA

Description: The CA process is initiated by Drainage, the BLM, or an operator.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
CA Determination	Process Drainage sends a CA Determination indicating that a CA is necessary, or a state spacing order dictates such notification due to a recent well completion. A CA Notification is sent to the lessee(s).	CA Notification
Well Completion Report	Notice of Production sends a Well Completion Report for a CA.	
CA Request	Receives a CA Request from an operator based on the CA Notification from the BLM or the operator's determination that a CA is necessary.  Reviews the CA Request and builds a CA Case File. Sends the CA Case File to the technical staff for a Technical Review.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Technical Review

Identifier: 1.1.1.1.1.2.5.1.1.2

Parent Process Name: Issue CA

Description: The technical specialist (petroleum geologist, petroleum engineer) review the CA case file for subsurface considerations.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Case File	<p>The technical specialist receives the Case File from Initiate CA.</p> <p>The technical specialist checks the spacing requirements and decides on approval/disapproval.</p> <p>The technical specialist sends the CA Case File to CA Abstract.</p>	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: CA Abstract  
 Identifier: 1.1.1.1.2.5.1.1.3  
 Parent Process Name: Issue CA  
 Description: To approve or disapprove the CA.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Case File	<p>Receives the Case File from Technical Review and reviews the paperwork.</p> <p>If more information is needed from the operator, sends a CA Information Request to the operator.</p>	CA Information Request
CA Information Reply	<p>Receives a CA Information Reply from the operator.</p> <p>Determines if the lessees and working interests have committed each lease to the CA (everyone in the CA has agreed to the CA, and thus the lessees and working interests have committed to the CA).</p> <p>Prepares an approval/disapproval letter for the Authorized Officer and, when signed, sends the CA Letter to the operator, to Status for Records, and to Adjudicate CA.</p> <p>Sends the CA Case File to Adjudicate CA.</p>	<p>CA Letter</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate CA  
 Identifier: 1.1.1.1.1.2.5.1.1.4  
 Parent Process Name: Issue CA  
 Description: To adjudicate the CA.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
CA Letter	Receives the CA Letter from CA Abstract.	
Case File	Receives the CA Case File from Docket. Checks the Oil and Gas Use Plats. Provides Update Information to Case Recordation/ORCA. Sends the CA Case File to Docket.	Update Information Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Notice of Production

Identifier: 1.1.1.1.2.5.1.2.1

Parent Process Name: Follow CA

Description: Process used to produce the First Production Memo (FPM) from data submitted on the operator's Well Completion Report (WCR). The WCR is submitted by the operator when the drilling is completed. In some cases, the FPM may move the lease into the production phase and financial considerations move from rental to minimum royalty.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Well Completion Report	<p>Receives the Well Completion Report from the operator.</p> <p>Uses the Well Completion Report to create a First Production Memo indicating that the drilling is completed and production is commencing.</p> <p>Examiner sends the First Production Memo to Transfer Account.</p> <p>Examines the Well Completion Report, state spacing, formation of the well, etc., and determines that a CA is necessary.</p> <p>Sends the Well Completion Report to Initiate CA.</p>	<p>First Production Memo</p> <p>Well Completion Report</p>



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Transfer Account  
 Identifier: 1.1.1.1.1.2.5.1.2.2  
 Parent Process Name: Follow CA  
 Description: To transfer the lease from BRASS to AFS.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
First Production Memo	Receives the First Production Memo from the application examiner.	
Case File	Receives the Case File from Docket.  Determines which leases affected by the CA are Actual and which are Allocated.  Prepares an Accounting Advice to transfer the leases from BRASS to AFS and sends it to Accounting (BRASS).  Inputs Update Information to Case Recordation/ORCA.  Sends the Notice of Transfer of Lease Account to the Lessee and to Accounting (AFS).  Sends the Case File to Docket.	Accounting Advice  Update Information  Notice of Transfer of Lease Account  Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Operator Termination  
 Identifier: 1.1.1.1.1.2.5.1.2.3.1  
 Parent Process Name: Terminate CA  
 Description: The operator may initiate a request to terminate a CA.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
CA Termination Request	Receives a CA Termination Request from the operator to terminate the CA.	
Case File	Receives the CA Case File from Docket.	
	Determines which leases are affected by the CA Termination Request.	
	Prepares a CA Termination Letter for the Authorized Officer and, when signed, sends it to the operator(s)/lessee(s).	CA Termination Letter
	Sends a copy of the CA Termination Letter to Status for Records and to Adjudicate Termination.	CA Termination Letter
	Sends the CA Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Automatic Termination

Identifier: 1.1.1.1.1.2.5.1.2.3.2

Parent Process Name: Terminate CA

Description: If it is determined that the CA well can no longer produce in paying quantities, the BLM will automatically terminate the CA.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Monthly Report of Operations	Receives the Monthly Report of Operations from the operator.  Determines if the well is no longer capable of producing from communitized zone or formation and that the CA should be terminated.	
Case File	Receives the CA Case File from Docket.  Prepares a CA Termination Letter for the Authorized Officer and, when signed, sends it to the operator(s)/lessee(s).  Sends a copy of the CA Termination Letter to Status for Records and to Adjudicate Termination.  Sends the CA Case File to Docket.	CA Termination Letter   CA Termination Letter  Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Termination  
 Identifier: 1.1.1.1.1.2.5.1.2.3.3  
 Parent Process Name: Terminate CA  
 Description: Completing the termination process.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
CA Termination Letter	Receives the CA Termination Letter from Operator Termination and Automatic Termination.	
Case File	Receives the CA Case File from Docket.  Checks the plats and other paperwork.  Ensures that all of the affected leases are extended, if necessary, to two years from the date of termination. Prepares an Extension Notice and sends it to the lessee(s).  Checks rentals and royalties, prepares an Accounting Advice, and sends it to Accounting (BRASS).  Enters Update Information into Case Recordation/ORCA.  Sends the CA Case File to Docket.	Extension Notice     Accounting Advice  Update Information Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Initial Designation

Identifier: 1.1.1.1.1.2.5.2.1.1

Parent Process Name: Exploratory/Secondary Unit Process

Description: To identify those areas suitable for unitization. This process includes both the Exploratory and Secondary processing as well as the expansion and contraction (excluding automatic termination) of units.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Unit Proposal	<p>The BLM technical specialist receives a Unit Proposal from the operators to designate a logical unit area and explain why the operators are unitizing.</p> <p>The unit proposal is reviewed by the geologist and engineer, and, if necessary, a meeting is established with the operators or additional information is requested from the operators.</p> <p>The technical specialist approves or disapproves the initial request, and the technical specialist sends a Logical Designation Letter to the operators. The letter tells the operator to notify all lessees and working interests of the proposal.</p>	<p>Logical Designation Letter</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Abstracting

Identifier: 1.1.1.1.2.5.2.1.2

Parent Process Name: Exploratory/Secondary Unit Process

Description: Once initial approval has been given to the unit, the operators submit their formal proposal for exploratory/secondary unitization or expansion/contraction of the unit. The proposal is approved and issued.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Unit Agreement	Receives a Unit Agreement from the operators.	
Case File	<p>Receives the Case File from Docket for all those leases affected by the unit.</p> <p>Pulls the Logical Designation Letter from the Case File and verifies the information that the operators have submitted.</p> <p>Verifies that the proposed unitization meets all of the requirements of the Logical Designation Letter.</p> <p>Ensures that all of the joinders, or a designated percentage of the joinders, have committed to the unit.</p> <p>Makes a determination of commitment on exploratory units. For secondary units, 100% commitment is required.</p> <p>Prepares the approval letter for the Unit Agreement for the Authorized Officer and, when signed, sends it to the operators, BLM Offices, SMA, to Status for Records, and to Adjudicate Unit Agreement.</p> <p>Sends the Unit Case File and Lease Case File to Adjudicate Unit Agreement.</p>	<p>Unit Agreement</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Unit Agreement

Identifier: 1.1.1.1.1.2.5.2.1.3

Parent Process Name: Exploratory/Secondary Unit Process

Description: To adjudicate the unit agreement for exploratory/secondary or expansion/contraction.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Unit Agreement Case File	Receives the Unit Agreement and Case File from Abstracting.	
Unit Agreement	Receives the Unit Agreement from Status (Records).	
	Checks the Oil and Gas Use Plats.	
	Segregates the leases as needed in the Unit Agreement.	
	Enters Update Information into Case Recordation/ORCA.	Update Information
	Sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Unit Change  
 Identifier: 1.1.1.1.1.2.5.2.1.4.1  
 Parent Process Name: Subsequent Unit Approval  
 Description: To begin the change process for exploratory/secondary units.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Unit Change Request	Receives a Unit Change Request from the operator.	
Case File	Receives the Unit Case File from Docket.  Examines the request and prepares an approval/disapproval Unit Change Letter for the Authorized Officer and, when signed, sends it to the operators, BLM Office, SMA, to Status for Records, and to Adjudicate Change.	Unit Change Letter
	Sends Case File to Adjudicate Change.	Case File



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Change  
 Identifier: 1.1.1.1.1.2.5.2.1.4.2  
 Parent Process Name: Subsequent Unit Approval  
 Description: To complete the change process.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Unit Change Letter Case File	Receives the Unit Change Letter and Case File from Process Unit Change.	
Unit Change Letter	Receives Unit Change Letter from Status (Records)  Checks the Oil and Gas Use Plats.  Checks the scope of the change and determines if the change requires input into Case Recordation/ORCA and an Accounting Advice for Accounting (BRASS).  If necessary, enters Update Information into Case Recordation.  If necessary, prepares an Accounting Advice and sends it to Accounting (BRASS).  Sends the Unit Case File to Docket.	Update Information   Accounting Advice  Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Well Determinations

Identifier: 1.1.1.1.1.2.5.2.1.5.1.1

Parent Process Name: Participating Area

Description: Once a well is completed, the operator determines the production rate and the paying or nonpaying status. BLM processes the operator's data in the computer and agrees or disagrees with the operator. This process determines which of the wells are paying and which are nonpaying. If the well is a paying well, the operator will form a participating area. The BLM may request a Paying-Nonpaying Well Determination from an operator.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Paying-Nonpaying Well Determination	<p>The Authorized Officer receives a Paying-Nonpaying Well Determination from an operator indicating what the operator considers to be the paying-nonpaying prospect.</p> <p>The technical specialist reviews the determination to determine approval or disapproval.</p> <p>The technical specialist prepares a Paying-Nonpaying Well Letter for the Authorized Officer and, when signed, sends it to the operator and to Docket.</p>	Paying-Nonpaying Well Letter

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Form Participating Area

Identifier: 1.1.1.1.1.2.5.2.1.5.1.2

Parent Process Name: Participating Area

Description: If there is a paying well, then the operator(s) form a Participating Area (PA). All leases in the PA share in the production from that well and pay royalties based on Actual or Allocated lease.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
PA Proposal	The Authorized Officer receives a PA Proposal including the Allocation Schedule from an operator.	
Case File	Receives the Case File from Docket.	Case File
	The technical specialist determines if the PA is acceptable.	
	Reviews the Allocation Schedule to determine Actual and Allocated leases.	
	Sends the PA Allocation Schedule to Transfer Account.	PA Allocation Schedule
	Prepares a PA Approval Letter for the Authorized Officer and, when signed, sends it to the operator and to Docket.	PA Approval Letter
	Sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Notice of Production

Identifier: 1.1.1.1.1.2.5.2.1.5.1.3

Parent Process Name: Participating Area

Description: Process used to produce the First Production Memo from data submitted on the operator's Well Completion Report. The WCR is submitted by the operator when the drilling is completed. In some cases, the FPM moves the lease into the production phase and financial considerations move from rental to minimum royalty status.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Well Completion Report	<p>Receives the Well Completion Report from the operator.</p> <p>Uses the Well Completion Report to create a First Production Memo indicating that the drilling is completed and production is discovered in paying quantities.</p> <p>The First Production Memo is sent to Transfer Account.</p>	First Production Memo

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Transfer Account  
 Identifier: 1.1.1.1.1.2.5.2.1.5.1.4  
 Parent Process Name: Participating Area  
 Description: To transfer the lease from BRASS to AFS.  
 Policies/Procedures: None.  
 Constraints: None,

Input	Process	Output
First Production Memo	Receives the First Production Memo from Notice of Production.	
PA Allocation Schedule	Receives the PA Allocation Schedule from Form Participating Area.	
Case File	Receives the Case File from Docket.	
	Determines which leases affected by the unit are Actual and which are Allocated.	
	Prepares an Accounting Advice to transfer the leases from BRASS to AFS and sends it to Accounting (BRASS).	Advice
	Inputs Update Information to Case Recordation/ORCA.	Update Information
	Sends the Notice of Transfer of Lease Account to the Lessee and to Accounting (AFS).	Notice of Transfer of Lease Account
	Sends the Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Approve POD/P00

Identifier: 1.1.1.1.1.2.5.2.1.5.1.5

Parent Process Name: Participating Area

Description: After the initial PA is established for an exploratory unit, the operator submits a Plan of Development (POD) to the BLM for approval. The POD states how the operators will develop the unit for the coming year.

In the case of a secondary unit, any time an operator proposes to change wells from producing to injection or to shut-in, a Plan of Operation (POO) is required.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
POD P00	Receives the POD or P00 from the operators.	
Case File	Receives the Case File from Docket.  The technical specialist (geologist/engineer) reviews the POD or P00 to ensure that the operators are developing the unit in a uniform manner and that the interests of the government are being served.  The technical specialist prepares a POD Letter and P00 Letter for the Authorized Officer and, when signed, sends the approved/disapproved letters to the operators.	POD Letter P00 Letter
	Sends the Case File to Docket.	Case File

## INPUT/PROCESS/OUTPUT NARRATIVES

Process Name:	Voluntary Termination
Identifier:	1.1.1.1.1.2.5.2.1.5.2.1
Parent Process Name:	Terminate/Eliminate Unit
Description:	To process an voluntary termination of a unit.
Policies/Procedures:	None.
Constraints:	None.

Input	Process	Output
Unit Termination Request	The operators notify the Authorized Officer that they wish to terminate the Unit with a Unit Termination Request.	
Case File	<p>Receives the Unit Case File from Docket.</p> <p>Determines which leases are affected by the Unit Termination Request.</p> <p>Ensures that all the operators/lessees have agreed or the correct percent have agreed with the termination in accordance with the terms of the unit agreement.</p> <p>Prepares a Unit Termination Letter for the Authorized Officer and, when signed, sends it to the operators.</p> <p>Sends a copy of the Unit Termination Letter to Status for Records and to Adjudicate Termination.</p> <p>Sends the Case File to Adjudicate Termination.</p>	<p>Unit Termination Letter</p> <p>Unit Termination Letter</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Automatic Termination

Identifier: 1.1.1.1.1.2.5.2.1.5.2.2

Parent Process Name: Terminate/Eliminate Unit

Description: If an operator has not drilled a well within six months of the unit approval or fails to meet any unit drilling obligation, the unit is automatically terminated. Also, it is terminated if the unit is no longer able to produce unitized substances.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Monthly Report of Operations	Receives the Monthly Report of Operations from the operators.  Determines if the Unit should be terminated. Determines which leases are affected by the termination action.	
Case File	Receives the Unit Case File from Docket.  Prepares a Unit Termination Letter for the Authorized Officer and, when signed, sends it to the operators.  Sends a copy of the Unit Termination Letter to Status for Records and to Adjudicate Termination.  Sends the Unit Case File to Adjudicate Termination.	Unit Termination Letter   Unit Termination Letter  Case File



# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Automatic Elimination

Identifier: 1.1.1.1.1.2.5.2.1.5.2.3

Parent Process Name: Terminate/Eliminate Unit

Description: Five years from the effective date of the initial PA, all lands not within a PA are automatically eliminated.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Unit Information	<p>Receives Unit Information from Case Recordation/ORCA.</p> <p>Determines if the unit lands are not capable of producing unitized substances in paying quantities and should be automatically eliminated from the unit area pursuant to Section 2(e) of the unit agreement.</p> <p>Determines which leases are affected by the elimination action.</p>	
Case File	<p>Receives the Unit Case File from Docket.</p> <p>Prepares a Unit Elimination Letter for the Authorized Officer and, when signed, sends it to the operators.</p> <p>Sends a copy of the Unit Elimination Letter to Status for Records and to Adjudicate Termination.</p> <p>Sends the Unit Case File Adjudicate Termination.</p>	<p>Elimination Letter</p> <p>Unit Elimination Letter</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Termination/Elimination

Identifier: 1.1.1.1.2.5.2.1.5.2.4

Parent Process Name: Terminate/Eliminate Unit

Description: To process final adjudication for the termination/elimination.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Unit Termination Letter	Receives the Unit Termination Letter from Status (Records), Voluntary Termination, and Automatic Termination.	
Unit Elimination Letter	Receives the Unit Elimination Letter from Status (Records) and Automatic Elimination.	
Case File	Receives the Case File from Voluntary Termination, Automatic Termination, and Automatic Elimination.	
	Checks the plats and other paperwork.	
	Ensures that all of the affected leases are extended, if necessary, to two years from the date of termination. Prepares an Extension Notice and sends it to the lessee.	Extension Notice
	Prepares an Accounting Advice and sends it to Accounting (BRASS) (if necessary for a contraction; this transfers the lease from AFS to BRASS.	Accounting Advice
	Enters Update Information into Case Recordation/ORCA.	Update Information
	Sends the Unit Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Initial Gas Storage Process

Identifier: 1.1.1.1.1.2.5.2.1

Parent Process Name: Gas Storage Operation

Description: To process the operator's Gas Storage request.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Gas Storage Request	The technical specialist (geologist/engineer) receives Gas Storage Request from an operator.	
Case File	<p>The technical specialist receives the Unit Case File from Docket.</p> <p>The specialist reviews the unit agreement and associated paperwork. The specialist examines the records to determine reservoir capacity for storage and methods of determining allocation for virgin gas.</p> <p>The specialist sets the injection/withdrawal rates fee and the annual rental fee, prepares a Gas Fee Letter, and sends it to Accounting (BRASS and AFS).</p> <p>The specialist determines if it is necessary to expand the gas storage agreement.</p> <p>If additional bonding is necessary, the specialist notifies Bond and Surety with an Additional Bonding Letter.</p>	<p>Gas Fee Letter</p> <p>Additional Bonding Letter</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>Later, it may be necessary to renegotiate the storage fees after the contract agreement expires.</p> <p>The specialist prepares an approval/disapproval letter for the Authorized Officer and, when signed, sends the Gas Storage Agreement to the operator, to Status for Records, and to Adjudicate Gas Storage Process.</p> <p>The specialist sends the Unit Case File to Adjudicate Gas Storage Process.</p>	<p>Gas Storage Agreement</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Gas Storage Process  
 Identifier: 1.1.1.1.1.2.5.2.2.2  
 Parent Process Name: Gas Storage Operation  
 Description: To process final adjudication for the Gas Storage process.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Gas Storage Agreement	Receives a Gas Storage Agreement from Status (Records) and Initial Gas Storage Process.	
Case File	Receives the Unit Case File from Initial Gas Storage Process. Checks the plats and paperwork. Adds the Gas Storage Agreement to the Case File. Sends the Unit Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Initiate Development Process

Identifier: 1.1.1.1.2.5.2.3.1

Parent Process Name: Development Contract Operations

Description: To begin the development contract process.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Development Request	The technical specialist (geologist/engineer) receives a Development Request from an operator.	
Case File	If applicable, the technical specialist receives a Unit Case File from Docket.	
	The technical specialist creates a Development Case File.	
	The specialist examines the Development Request to determine if the proposal is in the best interest of the Government.	
	The specialist prepares an approval/disapproval letter for the Authorized Officer and, when signed, sends the Development Letter to the operator and/or to Status for Records and to Adjudicate Development Process.	Development Letter
	The specialist sends the Unit Case File and the Development Case File to Adjudicate Development Process.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Adjudicate Development Process  
 Identifier: 1.1.1.1.1.2.5.2.3.2  
 Parent Process Name: Development Contract Operations  
 Description: To process the final adjudication for the Development Contract.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Development Letter	Receives a Development Letter from Status (Records) and Initial Development Process.	
Case File	Receives the Unit and/or Development Case File from Initial Development Process.  Checks the plats and paperwork.  Adds the Development Letter to the Case File.  Sends the Unit and/or Development Case File to Docket.	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Drainage

Identifier: 1.1.1.1.1.2.5.3

Parent Process Name: Process CUDD

Description: The geologist and/or engineer evaluate and process the drainage case.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Drainage Request	The technical specialist receives a Drainage Request from Individuals.	
Oil and Gas Information	The technical specialist receives Oil and Gas Information from Oil and Gas Sources.	
Lease Information	The technical specialist receives Lease Information from Case Recordation/ORCA.	
	Prepares drainage case file.	
	If the technical specialist determines that a CA would be appropriate, the specialist sends a CA Determination to Initiate CA.	CA Determination
	Sends Initial Notification Letter to the lessees indicating that they are in a potential drainage situation.	Initial Notification Letter
Initial Drainage Response	The lessees send an Initial Drainage Response which may contain geologic or engineering data.	



# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The petroleum geologist does the following: geologically characterizes and maps the reservoir to determine if the lands in question are being drained and computes reservoir parameters (thickness, water saturation, porosity/permeability, formation temperature, etc.).</p> <p>The petroleum engineer does the following: evaluates reservoir analysis completed by the geologist. With this information, evaluates production history (decline) and calculates reservoir and economic analysis (discounted cash flow).</p> <p>For unleased lands, send Drainage Determination to Identify Competitive Parcel.</p> <p>The technical specialist prepares a Drainage Demand Letter for the Authorized Officer and, when signed, sends it to the lessees indicating: the lessees will protect the lease from drainage by drilling a well or forming an agreement, or submit data to show that there is no drainage or an economic protective well could not be drilled, or relinquish the lease.</p>	<p>Drainage Determination</p> <p>Drainage Demand Letter</p>
Drainage Reply	The technical specialist receives a Drainage Reply from the lessees indicating the lessees' option.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The technical specialist evaluates the lessees' response with other available data.</p> <p>The technical specialist makes a determination of whether the protective measure is adequate or needs further action, or if compensatory royalty is to be assessed.</p> <p>If drainage is determined, the technical specialist sends a Drainage Determination to the lessees.</p>	<p>Drainage Determination</p>
	<p>The technical specialist waits 40 days to see if the lessees appealed. If no appeal, send Drainage Determination to Accounting (MMS).</p>	<p>Drainage Determination</p>
	<p>The technical specialist sends the Drainage Case File to the Drainage File.</p>	<p>Drainage Case File</p>
Case File	<p>Adjudication receives the Case File from Docket.</p> <p>Adjudication allocates the leases affected by the drainage determination.</p> <p>Adjudication enters the drainage information into the case file.</p> <p>Adjudication sends the Case File to Docket.</p>	<p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Diligent Lease  
 Identifier: 1.1.1.1.1.2.5.4.1  
 Parent Process Name: Process Diligent Development  
 Description: To process the diligent development lease.  
 Policies/Procedures: None.  
 Constraints: None.

Input	Process	Output
Lease	The examiner at a District or Area Office receives a Lease from the BIA.	
	The examiner builds a Case File and sends the Case File to Docket.	Case File
APD	The examiner receives an APD from an operator.	
	The examiner sends the APD to the BIA for approval of the 13 point Surface Use Plan.	APD
BIA Transmittal Letter	The examiner receives the BIA Transmittal Letter from the BIA with the approval/disapproval of the Surface Use Plan and stipulations as appropriate.	
	If the Surface Use Plan is disapproved, the examiner sends the APD to the operator.	APD
	The examiner sends the APD to Process Application.	APD
APD	The examiner receives the approved APD from Issue APD.	
	The examiner sends a copy of the APD to the BIA.	APD

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Case File	<p>The examiner receives the Case File from Docket and adds the APD to the file.</p> <p>The examiner sends the Case File to Docket.</p>	Case File

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process Diligent Operations

Identifier: 1.1.1.1.1.2.5.4.2

Parent Process Name: Process Diligent Development

Description: Petroleum geologist and/or petroleum engineer ensure that the lease is developed to its fullest potential.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
First Production Memo	The technical specialist receives a First Production Memo from Notice of Production.	
Case File	<p>The technical specialist receives the Case File from Docket.</p> <p>The geologist geologically evaluates by mapping producing formations to determine the development potential of the lease.</p> <p>The engineer evaluates undeveloped potential for economic viability.</p> <p>The technical specialist sends a Diligent Development Letter to the operator, requesting a synopsis of all operations over the past year and plans for the next year. If the operator does not plan to drill or produce, the operator must submit economic and geologic data indicating why it would not be profitable to perform those operations.</p>	Diligent Development Letter
Diligent Development Reply	The technical specialist receives a Diligent Development Letter from the operator with the requested information.	

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
Oil and Gas Information	<p>The technical specialist receives Oil and Gas Information from Oil and Gas Sources.</p> <p>The technical specialist reviews the operator submitted data and either approves or disapproves the operator's determination and plans.</p> <p>The technical specialist sends a Diligent Development Notice to the operator and to the BIA indicating the approval or disapproval.</p> <p>If a lease is considered nondiligent, a BIA Recommendation Letter is sent to the BIA recommending appropriate action (i.e., drill a well, pay compensatory royalty, or relinquish the lease).</p> <p>(The BIA will take the BLM recommendation and determine what action will be taken on a nondiligent lease.)</p> <p>If the operator does not want to drill and continue with production after the technical specialist and BIA have determined that it is necessary to do so, the technical specialist determines the Compensatory Rental and sends it to the operator, to Accounting (MMS), and to the BIA.</p> <p>The geologist sends the Case File to Docket.</p>	<p>Diligent Development Notice</p> <p>BIA Recommendation Letter</p> <p>Compensatory Rental</p> <p>Case File</p>

# INPUT/PROCESS/OUTPUT NARRATIVES

Process Name: Process NGPA Determination

Identifier: 1.1.1.1.2.5.5

Parent Process Name: Process CUDDD

Description: Petroleum geologist and/or petroleum engineer process the NGPA Determination.

Policies/Procedures: None.

Constraints: None.

Input	Process	Output
Gas Application	The technical specialist receives a Gas Application (with Attachments) from an operator.	
Well Completion Report	The technical specialist receives the Well Completion Report from the operator. This includes all the required components depending on the category of gas applied for.	
Case File	The technical specialist receives the Case File from Docket and assigns each Case File or application a docket number.	
Oil and Gas Information	The technical specialist receives Oil and Gas Information from Oil and Gas Sources. This information is used to check the information submitted by the operator.	
Lease Information	The technical specialist receives Lease Information from Case Recordation/ORCA. This information is used to check the information submitted by the operator. The technical specialist sends a Gas Response Letter to the operator acknowledging the receipt of the gas application.	Gas Response Letter

# INPUT/PROCESS/OUTPUT NARRATIVES

Input	Process	Output
	<p>The technical specialist checks the Gas Application and Attachments and determines whether geologic and/or production data on the producing formation meet NGPA criteria for the category of gas the operator has applied for.</p> <p>If the application meets the required criteria, a positive determination is made and a Gas Determination Form is prepared. The Authorized Officer signs the Gas Determination Form under preliminary determination and the form is posted for 21 days allowing the public to submit comments which may be contrary to the preliminary determination.</p> <p>After 21 days, the Authorized Officer signs the Gas Determination Form under final determination and the Gas Application and Gas Determination Form are sent to the FERC, the operator, and the gas purchaser.</p>	<p>Gas Application Gas Determination Form</p>
NGPA Information Request	<p>If the FERC needs more information, the technical specialist receives a NGPA Information Request from the FERC.</p> <p>The technical specialist sends the NGPA Information Request to the operator.</p>	<p>NGPA Information Request</p>
NGPA Information Request	<p>The technical specialist receives the NGPA Information Request from the operator with the requested information, and sends the NGPA Information Request to the FERC.</p> <p>The technical specialist sends the Case File to Docket.</p>	<p>NGPA Information Request</p> <p>Case File</p>



## CHAPTER 5

### DATA DICTIONARY AND CROSS REFERENCE LIST

The data dictionary lists all data flows defined on the DFDs in alphabetic order by name. The information included for each entry in the dictionary includes:

1. data name;
2. mnemonic or abbreviation, as necessary;
3. description of uses and characteristics;
4. data type (i.e. set, record, data aggregate, element);
5. security considerations for both retrieval and update; and
6. definition (used primarily for composite data).

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	APD Offices
Abbreviation	
Description	External entries for APD processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	State Office + State Oil and Gas Commission + Private Land Owner

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Account Records
Abbreviation	
Description	Notification to FMS indicating how much money should be sent to each State Office as a result of the SIMO draw.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	distribution of all monies to State Offices + refund + retained + earned

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Accounting Advice
Abbreviation	
Description	BLM form used to account, distribute, and refund monies or information.
Data Type	Record
Ability to View	Accounting, Adjudication
Ability to Update	Originator--Accounting, Adjudication
Definition	Applicant's name and address + application serial number + amount of monies received + date + lease status information + disbursement of monies

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Acknowledgement Letter
Abbreviation	
Description	Letter to the public acknowledging the nomination letter concerning a recommended KGS parcel.
Data Type	Data Flow
Ability to View	
Ability to Update	Adjudication
Definition	Requestor's name + legal description + status information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Additional Bonding Letter
Abbreviation	
Description	BLM requests additional bonding as a result of gas storage operations.
Data Type	Record
Ability to View	
Ability to Update	Land Law Examiner
Definition	Operator name/address + legal description + lease number + additional bonding

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Ads
Abbreviation	
Description	Advertisements sent to newspapers to advertise a competitive sale.
Data Type	Record
Ability to View	Public
Ability to Update	Adjudicator
Definition	Legal notice = sale date + KGS field names + geographic area

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Advance Rental Data
Abbreviation	
Description	The Wyoming SIMO office confirms advance rental information and inputs it into the DSC computer.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Parcel description + acreage + rental/file fee



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Agent's List
Abbreviation	
Description	A list of clients from a particular filing service, their status, and summary counts by parcel for all applicants and that particular service.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Agent's name + address + status + summary of parcels + clients

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Alaska Bond List
Abbreviation	
Description	Listing of bond holders for Alaska from the Bond and Surety system.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Applicant name/address + bonding information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Alaska Hold Sale Notice
Abbreviation	
Description	Letter used by the Alaska State Office to indicate that a sale may be held.
Data Type	Record
Ability to View	
Ability to Update	Alaska State Office
Definition	Notice to hold sale

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Alaska Sale List
Abbreviation	
Description	AALRS generated list of expired, terminated, and cancelled leases.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Date of report + expired leases + terminated leases + cancelled leases

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Alaska from Comp
Abbreviation	
Description	DFD interface from Comp processing to Alaska
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Ads + NPR-A Sale Map + Sale Results + Bidder Antitrust Information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Alaska to Comp
Abbreviation	
Description	DFD interface from Alaska to Comp processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Alaska Hold Sale Notice + Antitrust Objection

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Antitrust Objection
Abbreviation	
Description	Letter used by the Justice Department when they object to a particular applicant because of antitrust considerations.
Data Type	Record
Ability to View	BLM, Applicant
Ability to Update	Justice Department
Definition	Company name/address + tract number + objection

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Appeal
Abbreviation	
Description	An unsuccessful drawee appeal in response to the OTC Rejection Notice.
Data Type	Data Flow
Ability to View	
Ability to Update	Drawee
Definition	Legal description + date of draw + reason for rejection + reason for appeal



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Applicant from Comp
Abbreviation	
Description	DFD interface from Comp processing to applicant.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Request for Bonding

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Applicant to Comp
Abbreviation	
Description	DFD interface from applicant to Comp processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Bidder Antitrust Information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application
Abbreviation	
Description	BLM form used to begin the process for an Oil and Gas lease. A formal request for rights to Oil and Gas lease owned by the U.S.
Data Type	Record
Ability to View	
Ability to Update	Applicant
Definition	Personal applicant information + legal description + case type + rental + filing fee amount + SMA name + percentage of U.S. mineral ownership

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Application for Permit to Drill
Abbreviation	APD
Description	Basic application used by an operator to begin drilling operations on a well.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + well name + well number + 13 point surface use plan + 8 point drilling plan + proposed drilling operation + geologic information + operator certification + survey plat

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Assessment
Abbreviation	
Description	If an operator continues noncompliance, the inspector may levy an assessment.
Data Type	Record
Ability to View	
Ability to Update	Inspector
Definition	Operator name/address + legal description + lease number + lessee(s) name/address + description of violation + amount of assessment + notice of appeal process

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	BIA Recommendation Letter
Abbreviation	
Description	Letter sent by BLM to BIA with recommended action for an operator who is not diligently developing the lease.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + recommended action

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	BIA Transmittal Letter
Abbreviation	
Description	Letter used to pass information from the BIA to the BLM concerning diligent development. It includes the BIA's approval/disapproval of the operator's surface use plan and stipulations as appropriate.
Data Type	Record
Ability to View	
Ability to Update	BIA
Definition	Operator name/address + legal description + lease number + Indian reservation + approval/disapproval + stipulations + surface use plan

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	BLM Instructional Memorandum
Abbreviation	
Description	BLM Instructional Memorandum provide guidance.
Data Type	Record
Ability to View	
Ability to Update	BLM Regulations
Definition	BLM regulation + manual releases + process instructions



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Balance All Batches
Abbreviation	
Description	Computer printout of fees and parcels for the SIMO process associated with each batch compared to the batch sheet to ensure all accounts are balanced.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Batch number + total filing fees + total parcels + parcel errors

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Batch Control Sheet
Abbreviation	
Description	Form used by the Wyoming SIMO Office to process an application for the SIMO drawing. The Batch Control Sheet contains information from the application and money submitted.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Parcel number + identification number + applicant name/address + amount of money submitted + date

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bidder Antitrust Information
Abbreviation	
Description	Proprietary information that is received from the applicant and sent unopened to the Justice Department. The BLM does not know the contents of the letter.
Data Type	Record
Ability to View	Applicant, Justice Department
Ability to Update	Applicant
Definition	Applicant name/address

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bidding Logs
Abbreviation	
Description	Cashier prepared logs for competitive bidding. The cashier prepares a Bidding Log for each parcel offered.
Data Type	Record
Ability to View	Adjudication
Ability to Update	Accounting (Cashier)
Definition	Parcel number + bidder name/address

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Bond List
Abbreviation	
Description	BLM list of those operators who have acceptable bonding.
Data Type	Record
Ability to View	
Ability to Update	BLM Bond and Surety
Definition	Operator name + operator address + bond serial number + bond designation (nationwide, statewide, lease) + lease description + lease number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Determination
Abbreviation	
Description	The geologist examines a drainage situation and determines that a CA is appropriate and notifies the land law examiner. Includes, as necessary, state spacing information.
Data Type	Record
Ability to View	
Ability to Update	Geologist
Definition	Legal description + drainage determination + request for CA

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Information Reply
Abbreviation	
Description	Letter used by the operator to send CA information to the BLM.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + CA information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Information Request
Abbreviation	
Description	Letter used to request information from an operator for a CA.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Operator name/address + legal description + lease number + request for information



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Letter
Abbreviation	
Description	Letter to approve or disapprove a CA.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Operator name/address + legal description + lease number + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Notification
Abbreviation	
Description	BLM receives a CA Determination from drainage, checks to determine the lessee(s), and notifies the lessee(s) of the need to form a CA.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Lessee name/address + legal description + lease number + drainage determination

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Request
Abbreviation	
Description	The operator requests a CA.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Operator name/address + legal description + lease number + CA request

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Termination Letter
Abbreviation	
Description	Letter used by the BLM to approval or disapprove a CA Termination Request.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Operator name/address + legal description + lease number + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CA Termination Request
Abbreviation	
Description	Letter used by an operator to request the termination of a CA.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + termination request

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CUDDD from LOL00
Abbreviation	
Description	DFD interface from LOL00 to CUDDD processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Unit from Operator + Drainage from Lessee

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CUDDD from Operator
Abbreviation	
Description	DFD interface from the Operator to CUDDD processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Operator to CA + Unit from Operator + APD + Diligent Development Reply + NGPA from Operator

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CUDDD from Records
Abbreviation	
Description	DFD interface from Recors to CUDDD processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Unit and Records



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CUDDD to Accounting .
Abbreviation	
Description	DFD interface from CUDDD processing to Accounting.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Accounting Advice + Notice of Transfer of Lease Account + Gas Fee Letter + Drainage Determination + Compensatory Royalty

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CUDDD to LULOO
Abbreviation	
Description	DFD interface from CUDDD processing to LULOO.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Unit to Operator + Extension Notice + CA Notification + CA Termination Letter + Drainage from Lessee

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CUDDD to Operator
Abbreviation	
Description	DFD interface from CUDDD processing to the Operator.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Unit to Operator + CA Information Request + Diligent Development Letter + NGPA to Operator + APD + Compensatory Royalty + Diligent Development Notice + CA Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	CUDDD to Records
Abbreviation	
Description	DFD interface from CUDDD processing to Records.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	CA Letter + CA Termination Letter + Unit and Records

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Cancelled Lease List
Abbreviation	
Description	Listing of those leases that have been cancelled.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Serial number + lessee name/address + acres + date of cancellation

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case File
Abbreviation	CF
Description	A Case File contains all information pertaining to one particular lease or operation.
Data Type	Set
Ability to View	Controlled by Docket
Ability to Update	BLM, Public
Definition	Application + Accounting Advice + Status plats + SMA reports/requests + lease + subsequent assignment + correspondence file + drainage file + inspection file + well file, including APD + SRA + NTL-2b (Notice to lessee for disposal of produced water) + monthly report of operations

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Case Report Letter
Abbreviation	
Description	Letter to District Office asking for information on a perspective lease; such as stipulations.
Data Type	Data Flow
Ability to View	District, Area Offices
Ability to Update	Adjudication
Definition	Request = legal description + surface protection bonding + KGS status

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Compensatory Rental
Abbreviation	
Description	Letter used by the technical specialist to inform the operator and Accounting (MMS) of the compensatory royalty and/or rental for a particular lease.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + compensatory rental.



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Conditions of Approval
Abbreviation	
Description	The SMA or BIA sends their condition of approval for the APD or sundry request.
Data Type	Record
Ability to View	
Ability to Update	SMA, BIA
Definition	Government agency + lease number + legal description + well identification + conditions of approval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Correction Update
Abbreviation	
Description	From the DSC computer in the SIMO process to ensure that corrections are appropriate.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Batch number + parcel number + applicant name + correction

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Deficient and Outstanding Report
Abbreviation	D and O
Description	List prepared by Accounting (BRASS) indicating which leases have been terminated.
Data Type	Record
Ability to View	BLM
Ability to Update	Accounting (BRASS), Adjudication
Definition	Lease number + lessee name + acres + county + anniversary data + payment amount

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Description of KGS Lands
Abbreviation	
Description	KGS lands identified by the state SIMO processing adjudication and forwarded to competitive leasing.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Legal description + KGS Determination

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Designation of Operator
Abbreviation	D/O
Description	Form used by an operator and signed by the lessee if the lessee is not operating the well.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + lease number + legal description + lessee name/address + signature + date D/O effective

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Detect Report
Abbreviation	
Description	SIMO report from the computer detecting duplicate (multiple) filings.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	same identification number filing on same parcel + name and address filing on same parcel

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Development Letter
Abbreviation	
Description	Technical specialist approves or disapproves the development contract request.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease numbers + development information + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Development Request
Abbreviation	
Description	Operator submits a development contract request to the BLM.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + deveopment plan



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Diligent Development Letter
Abbreviation	
Description	Technical specialist requests information from the operator concerning a diligent development lease.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + Indian reservation + diligent development information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Diligent Development Notice
Abbreviation	
Description	The technical specialist approves or disapproves the diligent development request.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Diligent Development Reply
Abbreviation	
Description	Operator replies to the BLM with diligent development information.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + diligent development information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Diligent to BIA
Abbreviation	
Description	DFD interface from Diligent development processing to the BIA.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Diligent Development Notice + BIA Recommendation Letter + Compensatory Rental

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	District Letter
Abbreviation	
Description	Letter used by the district to pass along information concerning a possible SIMO parcel.
Data Type	Record
Ability to View	
Ability to Update	District Office
Definition	Legal description + office + date + status + information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	District KGS Letter
Abbreviation	
Description	District nominates a parcel for competitive offering bases on activity in the area.
Data Type	Record
Ability to View	
Ability to Update	District Office
Definition	Legal description + KGS field name + effective date + limit or CA + status + surface recommendation

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	District from Comp
Abbreviation	
Description	DFD interface from Comp to the District.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Draft Competitive Notice + Sale Results + Request for Information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	District to Comp
Abbreviation	
Description	DFD interface from District to Comp processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Information Reply + District KGS Letter



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Draft Competitive Notice
Abbreviation	
Description	Contains information on the parcels that will be offered for competitive bidding.
Data Type	Record
Ability to View	BLM
Ability to Update	Adjudication
Definition	Land Description + Bid Information + requirements + lease terms + conditions + date/time/location

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drainage Case File
Abbreviation	
Description	Special case file created to maintain all the information on a particular drainage situation.
Data Type	Set
Ability to View	Controlled by Drainage
Ability to Update	BLM, Public
Definition	Status plats + geologic information + engineering information + drainage letters + drainage information + correspondence file + related oil and gas information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drainage Demand Letter
Abbreviation	
Description	Technical specialist sends the Drainage Demand Letter to the lessee to explain the options available.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Lessee name/address + legal description + lease number + drainage information + lessee options

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drainage Determination
Abbreviation	
Description	Notice used by the technical specialist to indicate a drainage situation.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Well name + production information + lease number + legal description

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drainage Reply
Abbreviation	
Description	The lessee notifies the BLM of the option selected.
Data Type	Record
Ability to View	
Ability to Update	Lessee
Definition	Lessee name/address + legal description + lease number + lessee option

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drainage Request
Abbreviation	
Description	Request for the technical specialist to perform a drainage examination of a particular area.
Data Type	Record
Ability to View	
Ability to Update	Public, BLM
Definition	Originator name/address + legal description + drainage information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drainage from Lessees
Abbreviation	
Description	DFD interface from Lessees to Drainage processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Initial Drainage Resonse + Drainage Reply

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drainage to Lessees
Abbreviation	
Description	DFD interface from Drainage processing to the Lessees.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Initial Notification Letter + Drainage Determination + Drainage Demand Letter



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drawing List
Abbreviation	
Description	SIMO list by coded number (batch/sequence) of priority applicants.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Administrative state + parcel number + first priority winner + batch/sequence number + time drawn + total number of applicants

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Drilling Letter
Abbreviation	
Description	Letter used to request and receive drilling information from the District concerning a parcel of land and the lease.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Legal description + lease status + unplugged well status

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Expired Lease List
Abbreviation	
Description	List prepared by Accounting (BRASS) indicating which lease will be expiring. The list is broken down into competitive and noncompetitive leases.
Data Type	Record
Ability to View	
Ability to Update	Accounting (BRASS)
Definition	Lease number + lessee name + acres + expiration date + county

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Extension Notice
Abbreviation	
Description	Letter used by the examiner to extend a lease if appropriate because of a CA termination or because of drilling over the primary term of lease or because of termination of an exploratory unit.
Data Type	Record
Ability to View	
Ability to Update	Examiner
Definition	Lessee name/address + legal description + lease number + extension

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Extract List
Abbreviation	
Description	List used to conduct the SIMO draw.
Data Type	Report
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	State + parcel + forms array from low to high batch number per parcel + total number of applicants per parcel and state + applications by state

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	FAN Offices
Abbreviation	
Description	DFD external entity for those offices receiving a FAN.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	State Office + District Office + Area Office

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Fifth Day Report
Abbreviation	
Description	Report submitted by the operator not later than the fifth business day after any well begins production on which royalty is due anywhere on a lease site or resumes production in the case of a well which has been off production for more than ninety days.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number +

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Final Abandonment Notice
Abbreviation	FAN
Description	After the operator has rehabilitated the well area, the surface protection specialist conducts a final inspection up to two years or more to ensure that the surface area meets BLM or the SMA standards. The specialist approves or disapproves the operator's FAN.
Data Type	Record
Ability to View	
Ability to Update	Surface Protection Specialist, Operator
Definition	Operator name/address + legal description + lease number + date of abandonment + date of final inspection + comments



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Final Results List
Abbreviation	
Description	Final SIMO list of priority applicants to be sent to the public and State Offices.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Serial numbers + parcel numbers + applicant name/address + number of applications filed for each parcel + administrative state + total number of filings + availability dates + date posted

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	First Production Memo
Abbreviation	
Description	Report written by the BLM based on the Well Completion Report. The First Production Memo is written for the first producing well on a lease, CA, or unit.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Operator name/address + legal description + lease number + producing formation + well number + date of first production

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	From Alaska
Abbreviation	
Description	External entities from Alaska.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Justice Department + Alaska State Office

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Gas Application
Abbreviation	
Description	Operator requests a gas determination from the BLM. Part of the NGPA processing.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + gas request + attachments

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Gas Determination Form
Abbreviation	
Description	BLM sends the gas determination to interested parties. The form may be preliminary or final.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + gas determination + preliminary or final

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Gas Fee Letter
Abbreviation	
Description	Letter used by the technical specialist to indicate to the operator what the gas fees are. Used in the Gas Storage process.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + injection/withdrawal rates fee + annual rental fee

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Gas Response Letter
Abbreviation	
Description	Letter used by the technical specialist to notify an operator that the gas application has been received.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + gas application date + acknowledgement

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Gas Storage Agreement
Abbreviation	
Description	Technical specialist approves or disapproves the gas storage request with this agreement.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + gas storage request + approval/disapproval



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Gas Storage Request
Abbreviation	
Description	Letter used by the operator to make a gas storage request.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + gas storage request

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Historical Part A File
Abbreviation	
Description	Confirmation listing of applicant name, address, and identification number.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Parcel number + applicant name/address + applicant number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Individual KGS Parcel
Abbreviation	
Description	Lands in new KGS nominated by the public, District Office, and State Office.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Originating office + legal description + KGS determination

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Information Reply
Abbreviation	
Description	Requested information from the District or SMA.
Data Type	Record
Ability to View	
Ability to Update	SMA and District Office
Definition	Title information + surface protection stipulations + fund symbols for disbursement of monies (acquired minerals by other SMA) + office for drilling contact

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Initial Drainage Response
Abbreviation	
Description	Letter used by lessees to give their input to the drainage determination.
Data Type	Record
Ability to View	
Ability to Update	Lessee
Definition	Lessee name/address + legal description + lease number + geologic/engineering data

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Initial Evaluation Worksheet
Abbreviation	
Description	Letter used to request an economic evaluation in preparation for competitive bidding. The form is also used to send information back to adjudication with a recommendation.
Data Type	Record
Ability to View	Economic Evaluation, Adjudication
Ability to Update	Economic Evaluation, Adjudication
Definition	legal description + competitive recommendation

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Initial Notification Letter
Abbreviation	
Description	Letter used by drainage to notify lessees that they are in a potential drainage situation.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Lessee name/address + legal description + lease number + drainage determination

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inspection Information
Abbreviation	
Description	Information received from the Inspection Strategy Plan, MMS, AIRS, Inspection Record System, Case File, and other inspection sources to determine which wells will be inspected, both scheduled and random inspections. Also, the inspector may take into account staff concerns and outside notification.
Data Type	Record
Ability to View	BLM
Ability to Update	BLM
Definition	Lease number + legal description + operator name/address + date of inspection + type of inspection + comments



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inspection Strategy Plan
Abbreviation	
Description	Using Oil and Gas information and BLM instructional manuals, the resource area or district devises a yearly Inspection Strategy Plan.
Data Type	Record
Ability to View	
Ability to Update	Inspector
Definition	State/District/Area office + inspection history + lease/CA/unit number + production information + compliance history + hazards + inspection hours available

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inspection from Operator
Abbreviation	
Description	DFD interface from the Operator to Inspection.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Plugging Request + Notice of Shut-In + Undesirable Event Report + NIA + INC + FAN

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Inspection to Operator
Abbreviation	
Description	DFD interface from Inspection to the Operator.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	NIA + FAN + SRA + Plugging Approval + INC + Assessment + Penalty + Notice of Shut-In

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	KGS Case File
Abbreviation	
Description	The KGS geologist creates a special area KGS case file to maintain all of the records for a particular KGS area.
Data Type	Set
Ability to View	May contain propriety information
Ability to Update	Geologist
Definition	KGS area designation + legal description + plats + KGS information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	KGS Determination
Abbreviation	
Description	Letter used by KGS to identify or classify lands that are within a KGS of oil or gas.
Data Type	Record
Ability to View	
Ability to Update	Adjudication, Geologist
Definition	KGS name + effective date + legal description

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	KGS Letter
Abbreviation	
Description	Letter sent by the geologist or adjudication to a lessee informing the lessee that the lease is affected by the KGS.
Data Type	Record
Ability to View	
Ability to Update	Geologist, Adjudication
Definition	KGS area + legal description + lease number + KGS information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	KGS Notice
Abbreviation	
Description	The geologist prepares the KGS Report indicating that a particular parcel is now considered a KGS.
Data Type	Record
Ability to View	
Ability to Update	Geologist
Definition	Legal description + KGS area + KGS information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	KGS Report
Abbreviation	
Description	Clearlist evaluation of the KGS potential on a parcel of land or lease offer.
Data Type	Record
Ability to View	
Ability to Update	Geologist
Definition	legal description + narrative + evaluation



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	LOLOO
Abbreviation	
Description	DFD operator/lessee external entities.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Lessee(s) + Operator(s)/Lessee(s) + Operator(s) + Operators + Lessees

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Last Production Memo
Abbreviation	
Description	The lease is no longer capable of producing in paying quantities, so the lease will be terminated.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist, Examiner
Definition	Lessee name/address + lease description + lease number + reason for termination + date of termination

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Lease
Abbreviation	
Description	Contract between the U.S. and the lessee allowing the lessee to explore and produce Oil and Gas.
Data Type	Record
Ability to View	
Ability to Update	Adjudication, Authorized Officer
Definition	Lessee name/address + serial number + legal description + rental + anniversary + date + lease terms and conditions/stipulations

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Lease Information
Abbreviation	
Description	Information concerning a lease from Case Recordation/ORCA.
Data Type	Record
Ability to View	
Ability to Update	BLM
Definition	Lessee name/address + legal description + lease number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Listings
Abbreviation	
Description	Printouts of SIMO information from the DSC computer.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Part A + Part B + Information by Application + Information by Parcel

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Logical Designation Letter
Abbreviation	
Description	Letter used by the technical specialist to tell the unit proposal requestor to notify the lessee(s) and working interests of the unit proposal.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operators name/address + logical unit area + lease numbers + proposal

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	MailDS Tape
Abbreviation	
Description	Tape sent to the DSC computer with all the parcel and applicant information information to generate status notice postcards for the applicants.
Data Type	Tape
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Batch number + sequence number + parcel activity status + applicant name/address + agent number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Microfiche
Abbreviation	
Description	Used for storage of records and to sell to the public.
Data Type	Set
Ability to View	BLM, Public
Ability to Update	Wyoming SIMO Office
Definition	Part A + Part B + Information by Applicant + Information by Parcel



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Microfilm
Abbreviation	
Description	Microfilm of all SIMO applications.
Data Type	Set
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	\$Applications

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Money
Abbreviation	
Description	The money can be in many different forms, such as cash or check. Money is sent by an applicant/lessee/operator to the BLM as part of processing the lease.
Data Type	Element
Ability to View	Accounting
Ability to Update	Applicant/lessee/operator
Definition	U.S. currency or equivalent

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Monthly Report of Operations
Abbreviation	
Description	Report submitted by operator to BLM by the tenth day of the second month following the production month. The report contains all operations conducted on each well during each month, the status of operations on the last day of the month, and a general summary of the status of operations on the lease/CA/Unit.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + well number + production information + sales/disposal information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NGPA Information Request
Abbreviation	
Description	Letter used by the FERC, BLM, and Operator to pass information to and from the agencies and operator.
Data-Type	Record
Ability to View	
Ability to Update	FERC, BLM, Operator
Definition	Operator name/address + legal description + lease number + gas request + additional information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NGPA from Operator
Abbreviation	
Description	DFD interface from the Operator to NGPA processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	NGPA Information Request + Gas Application + Well Completion Report

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NGPA from FERC
Abbreviation	
Description	DFD interface from NGPA processing to the FERC.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Gas Determination Form + NGPA Information Request + Gas Application

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NGPA to Operator
Abbreviation	
Description	DFD interface from NGPA processing to the Operator.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	NGPA Information Request + Gas Response Letter + Gas Application + Gas Determination Form

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NOPR Response
Abbreviation	
Description	Response from a bidder with new geologic information to justify a bid lower than the PEV.
Data Type	Record
Ability to View	
Ability to Update	Bidder, Adjudication
Definition	Bidder name/address + serial number + parcel number + sale date + amount of bid + additional geologic information



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NOS Conditions of Approval
Abbreviation	
Description	
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + legal description + lease number + staking information + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NPR-A Land Description
Abbreviation	
Description	Adjudication determines the land descriptions for the oil and gas sale.
Data Type	Record
Ability to View	Economic Evaluation
Ability to Update	Adjudication
Definition	Parcel number + parcel description + stipulations

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	NPR-A Sale Map
Abbreviation	
Description	Map used by economic evaluation to indicate which parcels will be offered under NPR-A.
Data Type	Record
Ability to View	
Ability to Update	Economic Evaluation
Definition	Offering parcel outline + supplemental information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	New KGS Determination
Abbreviation	
Description	Letter used by clearlist geologist to identify or classify lands that are within a KGS of oil or gas.
Data Type	Record
Ability to View	
Ability to Update	Geologist
Definition	KGS name + effective date + legal description

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Nomination Letter
Abbreviation	
Description	Letter from the public nominating a parcel for KGS.
Data Type	Record
Ability to View	Public, Adjudication
Ability to Update	Public
Definition	Legal description + name of requestor

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Incidents of Noncompliance
Abbreviation	INC
Description	Form used by the inspector to indicate to the operator that a violation of some kind has been found.
Data Type	Record
Ability to View	
Ability to Update	Inspector
Definition	Operator name/address + legal description + lease number + well identification + violation or deficiency + time frame corrective action

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Intention
Abbreviation	
Description	Sundry Notice submitted by operator indicating that the operator wishes to perform some activity on the well.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + well number + description of proposed activity

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Intention to Abandon
Abbreviation	NIA
Description	The operator uses an NIA to inform the BLM of a proposed abandonment. Includes temporary abandonment and shut-in.
Data Type	Record
Ability to View	
Ability to Update	Operator, Inspector
Definition	Operator name/address + legal description + lease number + date of abandonment + well number + well name + description of proposed activity



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Shut-In
Abbreviation	
Description	Form used by the inspector to indicate to the operator/lessee/contractor that a violation has been found with serious enough consequence to warrant immediate shut-in of the operation.
Data Type	Record
Ability to View	
Ability to Update	Inspector
Definition	Operator/lessee/contractor name/address + legal description + lease number + violation or deficiency + time frame for corrective action

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Staking
Abbreviation	NOS
Description	Notice of Staking used prior to beginning the APD process. The information will aid in identifying the need for associated rights-of-way and special use permits.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + staking information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Termination
Abbreviation	
Description	Notice sent to a lessee indicating that the lease has terminated.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Lessee name/address + serial number + anniversary date + conditions for reinstatement

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Notice of Transfer of Lease Account
Abbreviation	
Description	Letter used by the BLM to send transfer information to Accounting.
Data Type	Record
Ability to View	
Ability to Update	Land Law Examiner, Adjudication
Definition	Operator name/address + legal description + lease number + transfer information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	OMR Tape
Abbreviation	
Description	Tape used when an applicant is unacceptable because of an underpayment.
Data Type	Tape
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Batch number + parcel number + applicant name/address + amount due + amount submitted + unacceptable code

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	OTC List
Abbreviation	
Description	Part of the SIMO Process. Contains those parcels from the original SIMO list that did not have an applicant file on the parcel, and, therefore, these parcels go back to the OTC process.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Parcel number + legal description

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	OTC Rejection Notice
Abbreviation	
Description	Letter used to inform an applicant/drawee of unsuccessful results in the OTC drawing. The drawee has the right of appeal.
Data Type	Data Flow
Ability to View	
Ability to Update	Adjudication
Definition	Legal description + date of drawing + reason for rejection

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Offer to Lease
Abbreviation	
Description	Lease forms sent to an applicant, offering the applicant the lease.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Serial number + applicant's name/address + legal description + rental + acres + lease terms/conditions/stipulations



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Oil and Gas Information
Abbreviation	
Description	Information from oil and gas sources used by the technical specialist to prepare a clearlist and economic evaluation to determine the economic value of a parcel. Also used anytime a technical specialist wishes to evaluate something during oil and gas processing. The KGS geologist might examine sources such as the township and range file, oil and gas plats, individual well records, well logs, PI, Dwrights, special maps, and Structural and Isopach maps.
Data Type	Set
Ability to View	
Ability to Update	Technical Specialist
Definition	Field maps + individual well records + well logs + completion reports + files + PI Weekly Report + well plats

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Operator to CA
Abbreviation	
Description	DFD interface from the Operator to the CA processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Well Completion Report + Monthly Report of Operations + CA Termination Request + CA Request + CA Information Reply

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	PA Allocation Schedule
Abbreviation	
Description	Schedule created by the operator(s) to show how the royalty will be distributed.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + lease description + lease number + percentage allocated to each lease + number of acres that each lease has in the PA

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	PA Approval Letter
Abbreviation	
Description	The examiner, based on the PA Proposal, reviews an allocation schedule to determine actual and allocated leases. This letter is sent to the operator.
Data Type	Record
Ability to View	
Ability to Update	Examiner
Definition	Operators name/address + unit description + lease numbers + actual and allocated leases

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	PA Proposal
Abbreviation	
Description	Letter used by the operator to inform the BLM that a well is paying and that it is necessary to form a PA.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + unit description + lease number + PA proposal + allocation schedule

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	POD Letter
Abbreviation	
Description	Letter used by the technical specialist to approve or disapprove a Plan of Development (POD).
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + unit description + lease numbers + PA description + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	P00 Letter
Abbreviation	
Description	Letter used by the technical specialist to approve or disapprove a Plan of Operation (P00) for secondary operations.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist
Definition	Operator name/address + unit description + lease numbers + PA description + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Part B Listing
Abbreviation	
Description	Listing used to verify accuracy of the application, verify filing service, and determine reason for being unacceptable.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Batch number + parcel number + applicant name/address + filing service number + amount of money due + amount of money submitted



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Paying-Nonpaying Well Determination
Abbreviation	
Description	Letter used by the operator to indicate what the operator considers to be the paying-nonpaying prospect.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + unit description + lease numbers + paying-nonpaying well determination

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Paying-Nonpaying Well Letter
Abbreviation	
Description	Letter used by the engineer to approval or disapprove a paying-nonpaying determination by an operator.
Data Type	Record
Ability to View	
Ability to Update	Engineer
Definition	Operator name/address + unit description + lease numbers + approval/disapproval of determination

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Penalty
Abbreviation	
Description	If the operator continues noncompliance, the inspector may levy a civil penalty.
Data Type	Record
Ability to View	
Ability to Update	Inspector
Definition	Operator/lessee name/address + legal description + lease number + description of violation + amount of penalty + notice of process of appeal

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plan of Development
Abbreviation	POD
Description	Report submitted by the operator indicating how the unit will be developed for the coming year.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + unit description + lease numbers + PA description + plan of development

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plan of Operation
Abbreviation	P00
Description	Report submitted by the operator for the secondary or tertiary proposal.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + unit description + lease numbers + PA description + plan of operation

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plat
Abbreviation	
Description	The actual plat showing land and lease status/ownership as well as KGS lands and related Oil and Gas agreements.
Data Type	Record
Ability to View	
Ability to Update	Records section
Definition	Mineral and surface ownership patents + withdrawals + unit and CA + KGS lands + rights-of-way

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plugging Approval
Abbreviation	
Description	Operator submits a Plugging Request to the BLM; the inspector uses the Plugging Approval for the approval.
Data Type	Record
Ability to View	
Ability to Update	Inspector
Definition	Operator name/address + legal description + lease number + well number + approval/disapproval + discussion

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Plugging Request
Abbreviation	
Description	Form used by the operator to request permission to plug a hole.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + well number + request to plug a hole



DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Post Lease from BIA
Abbreviation	
Description	DFD interface from the BIA to Post Lease processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Lease + BIA Transmittal Letter + Conditions of Approval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Post Lease from Operator
Abbreviation	
Description	DFD interface from the Operator to Post Lease processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Notice of Intention + APD + Well Completion Report + Monthly Report of Operations + Fifth Day Report + Inspection from Operator + CUDDD from Operator + Surface Land Owner Agreement + NOS + Subsequent Report

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Post Lease to Accounting
Abbreviation	
Description	DFD interface from Post Lease processing to Accounting.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Notice of Transfer of Lease Account + Accounting Advice + Production Verification Results + Fifth Day Report + CUDDD to Accounting

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Post Lease to Lessee
Abbreviation	
Description	DFD interface from Post Lease processing to the Lessee.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Extension Notice + Notice of Transfer of Lease Account + Assessment + Penalty + KGS Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Post Lease to Operator
Abbreviation	
Description	DFD interface from Post Lease processing to the Operator.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	ADP + Notice of Intention + Subsequent Report + CUDD to Operator + Inspection to Operator + NOS Conditions of Approval + Designator of Operator

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Pre-Sale Estimate Value
Abbreviation	PEV
Description	Fair market value or ball park figure for a parcel that is to be offered to bidding.
Data Type	Record
Ability to View	Restricted to BLM
Ability to Update	Economic evaluation
Definition	legal description + PEV

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease from Accounting
Abbreviation	
Description	DFD interface from Accounting to Prelease processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Sealed Bid + Accounting Advice + Bidding Logs + SIMO from Accounting + Expired Lease List

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease from Applicant
Abbreviation	
Description	DFD interface from applicant to Prelease processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Applicant to Comp + Offer to Lease + Money + Application + Lease + Appeal + Stipulations



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease from Case Recordation
Abbreviation	
Description	DFD interface from Case Recordation/ORCA to Prelease.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	SRP

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease from District
Abbreviation	
Description	DFD interface from a District Office to Prelease.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	District Letter + Information Reply + District KGS Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease from Lessee
Abbreviation	
Description	DFD interface from the Lessee to Prelease processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Relinquishment Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease from SMA
Abbreviation	
Description	DFD interface from SMA to Prelease processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Information Reply + SMA Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease to Accounting
Abbreviation	
Description	DFD interface from Prelease processing to Accounting.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Sale Results + Money + SIMD to Accounting + Accounting Advice

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease to Applicant
Abbreviation	
Description	DFD interface from Prelease processing to applicant.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Applicant from Comp + OTC Rejection Notice + Application + Money + Offer to Lease + Stipulations + SRP + Accounting Advice

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelase to Case Recordation
Abbreviation	
Description	DFD interface from Prelase to Case Recordation/ORCA.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Update Information

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease to District
Abbreviation	
Description	DFD interface from Prelease to a District Office.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	District from Comp + SIMD to District + Request for Information + Draft Competitive Notice + Sale Results



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease to Lessee
Abbreviation	
Description	DFD interface from Prelease processing to the Lessee.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Lease + Notice of Termination

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease to Public
Abbreviation	
Description	DFD interface from Prelease processing to the Public.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	SIMO to Public + Draft Competitive Notice + Sale Results + Acknowledgement Letter

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Prelease to SMA
Abbreviation	
Description	DFD interface from Prelease processing to SMA.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	SMA from Comp + SMA Letter + Lease

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Probable Rejection Notice
Abbreviation	
Description	Notice used if the high bid is considered too low for the parcel allowing the bidder to submit additional evidence supporting bid.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Bidder name + address + serial number + parcel number + sale date + amount of bid + request for additional geologic information.

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Problem List
Abbreviation	
Description	Computer detected problems from the SIMO applications.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office.
Definition	Batch/sequence number + error flag + total remittance amount + identification number + agent identification + parcel number + computed amount per parcel + total computed amount + total number of parcels

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Production Verification Results
Abbreviation	
Description	Report used by the inspector to verify the operator's production reports. Send to Accounting (MMS).
Data Type	Record
Ability to View	
Ability to Update	Inspector
Definition	Operator name/address + legal description + lease number + verification of production

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Record Change Data
Abbreviation	
Description	Part A application information that is input into the computer for the SIMO process.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Part A computer forms = name + address + identification + change

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Refund Notification
Abbreviation	
Description	Notice to the DSC computer giving the tape information for the refund information.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Refund tape information



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reinstatement Request
Abbreviation	
Description	Request from a lessee to reinstate a lease.
Data Type	Record
Ability to View	
Ability to Update	Lessee
Definition	Lessee name/address + serial number + reason for nonpayment + late payment + date payment was due

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reject Letter
Abbreviation	
Description	Notice to SIMO applicants informing them that their application was rejected.
Data Type	Record
Ability to View	Public
Ability to Update	Wyoming SIMO Office
Definition	Applicant name/address + parcel + reason for rejection

# DATA DICTIONARY AND CROSS REFERENCE LIST.

Data Name	Rejection Decision
Abbreviation	
Description	If a bidder by way of a NOPR Response cannot justify a bid that is lower than the PEV, adjudication sends the bidder a rejection notice indicating that the bid is rejected.
Data Type	Data Flow
Ability to View	
Ability to Update	Adjudication
Definition	Bidder name/address + serial number + parcel number + sale date + amount of bid + rejection notice

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Relinquished Lease List
Abbreviation	
Description	Listing of relinquished leases sent by adjudication to the SIMO process.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Legal description + serial number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Relinquishment Letter
Abbreviation	
Description	Letter sent by a lessee to relinquish a lease--partial or full.
Data Type	Record
Ability to View	
Ability to Update	Lessee
Definition	Lessee name/address + serial number + legal description + acreage + rental + partial or full relinquishment

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reoffer List
Abbreviation	
Description	When there is only one applicant for a SIMO parcel, and that applicant does not get the lease, the parcel must go back into the SIMO process for another offering.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Parcel number + legal description + former lease number + stipulations

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Bonding
Abbreviation	
Description	Letter used by adjudication to notify an applicant that more bonding is needed in order to obtain the lease.
Data Type	Record
Ability to View	Applicant
Ability to Update	Adjudication
Definition	Applicant name/address + tract number + current bonding + additional bonding needed + bond and surety information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for Information
Abbreviation	
Description	Request for information on a competitive parcel to a District or SMA for surface protection stipulations, title information, or related information.
Data Type	Data Flow
Ability to View	
Ability to Update	Adjudication
Definition	Request for information + legal description + lease status



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Request for New Priority Applicant
Abbreviation	
Description	Request to the computer by the Wyoming SIMO Office for a new priority applicant. The current one had been disqualified.
Data Type	Data Flow
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Serial number + parcel number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Reselection Request
Abbreviation	
Description	If at a State Office, a SIMO priority applicant is disqualified or does not want the lease, a request is sent to the Wyoming SIMO Office to select a new priority applicant.
Data Type	Data Flow
Ability to View	Wyoming SIMO Office
Ability to Update	State Office
Definition	Request for new priority applicant + serial number + parcel number + State Office

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SIMO List
Abbreviation	
Description	State SIMO list that is sent to the public and the Wyoming SIMO Office.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Parcel number + legal description + former lease number + stipulations

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name SIMO from Accounting

Abbreviation

Description DFD interface from Accounting to the SIMO process.

Data Type Aggregate

Ability to View

Ability to Update

Definition Expired Lease List + Deficient and Outstanding Report +  
Reinstatement Request + Accounting Advice

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SIMO from Computer
Abbreviation	
Description	DFD interface from the DSC Computer to SIMO process.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Tapes + Listings + Detect Report + Agent's List + Final Results List + Drawing List + Extract List + Problem List + Correction Update + Historical Part A File + Part B Listing + Balance All Batches + Winner's Update

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SIMO to Accounting
Abbreviation	
Description	DFD interface from SIMO processing to Accounting.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Accounting Advice + Account Records + Money + Refund Notification + Cancelled Lease List + Terminated Lease List + Batch Control Sheet

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SIMO to Computer
Abbreviation	
Description	DFD interface from the SIMO process to the DCS Computer.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Advance Rental Data + Record Change Data + Tape Transmit + Tapes + Request for New Priority Applicant + MAILDS Tape + Withdraw Notification + OMR Tape + Serial Number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SIMO to District
Abbreviation	
Description	DFD interface from SIMO processing to the District.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Drilling Letter + Case Report Letter + SIMO List + Expired Lease List + Terminated Lease List + Cancelled Lease List



DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SIMO to Public
Abbreviation	
Description	DFD interface from the SIMO process to the Public.
Data Type	
Ability to View	
Ability to Update	
Definition	Terminated Lease List + SIMO List + Cancelled Lease List + Expired Lease List + Microfiche

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SMA Letter
Abbreviation	
Description	Letter used to request and receive information to and from a SMA concerning an Oil and Gas lease.
Data Type	Record
Ability to View	
Ability to Update	Adjudication, SMA
Definition	Request for informatin + serial number + legal description + title report request

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	SMA from Comp
Abbreviation	
Description	DFD interface from Comp to the SMA.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Draft Competitive Notice + Sale Results + Request for Information + Lease

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Sale Recommendation Report
Abbreviation	
Description	Economic Evaluation makes a recommendation to accept or reject a bidder's bid as a result of a competitive sale.
Data Type	Data Flow
Ability to View	
Ability to Update	Economic Evaluation
Definition	Bidder name/address + serial number + parcel number + sale date + amount of bid + evaluation of bidder's bid + recommendation

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Sale Results
Abbreviation	
Description	Results of the competitive sale.
Data Type	Record
Ability to View	
Ability to Update	Adjudication
Definition	Serial number + parcel number + all bidders names/addresses + amount of each bid + number of bids for each parcel + legal description + acres + total high bids + total bids received

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Sealed Bid
Abbreviation	
Description	Money and related information (Form 3000-2) sent to the BLM by a bidder for competitive sale.
Data Type	Record
Ability to View	
Ability to Update	Bidder
Definition	Name/address of bidder + parcel number + name of KGS field + date of sale + remittance (monies) for one-fifth of total bonus + total bonus

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Serial Number
Abbreviation	
Description	Serial number given to the Wyoming SIMO Office by the various State Offices. These are input into the computer to add to the Final Results List.
Data Type	Element
Ability to View	
Ability to Update	Adjudication, Wyoming SIMO Office
Definition	\$Serial Number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Serial Register Page
Abbreviation	SRP
Description	Contains case/lease information from Case Recordation/ORCA or AALRS.
Data Type	Record
Ability to View	
Ability to Update	Cashier, Adjudication
Definition	Serial number + case type + applicant or bidder name/address + legal description + acres + action codes from date filed through current status + county + resource area + mineral interest owned by U.S.



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Stipulations
Abbreviation	
Description	Requirements that the BLM or other agency adds to a lease before a lease can be granted.
Data Type	Record
Ability to View	All
Ability to Update	BLM, Other Agency
Definition	Applicant name/address + legal description + lease number + stipulations

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Subsequent Report
Abbreviation	
Description	Sundry Notice submitted by an operator to indicate that a particular activity is completed.
Data Type	Record
Ability to View	
Ability to Update	Operator, BLM
Definition	Operator name/address + legal description + lease number + well number + description of activity performed + comments

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Subsequent Report of Abandonment
Abbreviation	SRA
Description	SRA used by the Surface Protection Specialist to approve an abandonment.
Data Type	Record
Ability to View	
Ability to Update	Surface Protection Specialist
Definition	Operator name/address + legal description + lease number + date of inspection + date of abandonment

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Surface Land Owner Agreement
Abbreviation	
Description	Agreement between the surface land owner and the operator concerning the use of the surface.
Data Type	Record
Ability to View	
Ability to Update	Land Owner, Operator
Definition	Operator name/address + surface owner name/address + legal description + lease number + well number + conditions of agreement

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Tape Transmit
Abbreviation	
Description	Tape created from the QMR in the Wyoming SIMO process and input into the DSC computer.
Data Type	Tape
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Part A information + Part B information

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Tapes
Abbreviation	
Description	Various tapes used in the Wyoming SIMO process.
Data Type	Tape
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	Winner's File Tape + Random Number Tape + Part A + Part B + Information by Applicant + Information by Parcel

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Terminated Lease List
Abbreviation	
Description	Listing from Accounting (BRASS) of those leases that have been terminated.
Data Type	Record
Ability to View	
Ability to Update	Accounting (BRASS)
Definition	Serial number + lessee name/address + amount due or deficient + acres + date payment due + amount due per acre

DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	To.Alaska
Abbreviation	
Description	External entity to Alaska.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Justice Department + Alaska State Office + Fairbanks District Office + Newspapers + Federal Register



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Township All Record
Abbreviation	TWPALL
Description	Listing of all leases in a particular township. Used in Alaska. A variation of this record is the Township Serialized Record (TWPSEB).
Data Type	Record
Ability to View	All
Ability to Update	BLM
Definition	Township + date/time + resource area + borough + native region + record number + disposition + description + case type + acres + total records + total acres + comments

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unacceptable Notice
Abbreviation	
Description	Notice to SIMO applicants informing them that their application was unacceptable.
Data Type	Record
Ability to View	Public
Ability to Update	Wyoming SIMO Office
Definition	Applicant name/address + parcel + reason for unacceptable

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Undes Offices
Abbreviation	
Description	DFD external entity for those offices receiving undesirable reports.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Washington Office + State Office + EPA + State EPA + Emergency Services

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Undesirable Event Report
Abbreviation	
Description	Anyone can report an undesirable event (NTL3A) to the BLM. The Undesirable Event Report is used by the operator or anyone to report the event to the BLM and is used by the BLM to notify a higher BLM office. The report may include information such as corrective action, inspections, INC, etc.
Data Type	Record
Ability to View	
Ability to Update	Operator, any source
Definition	Operator name/address + legal description + lease number + + well number + description of undesirable event + time and date of event + time and date of discovery + corrective action taken

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Agreement
Abbreviation	
Description	Formal unit agreement proposal submitted by the Operators to the BLM.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operators name/address + unit description + lease numbers + unit information + Logical Designation Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Change Letter
Abbreviation	
Description	Letter used by the BLM to approve or disapprove a Unit Change.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist, Examiner
Definition	Operators name/address + unit description + lease numbers + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Change Request
Abbreviation	
Description	Letter used by the operators to request a change to a unit agreement.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operators name/address + unit description + lease number + change

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Elimination Letter
Abbreviation	
Description	Letter used by BLM to eliminate from a unit those lands not within a PA after five years from the effective date of the initial PA.
Data Type	Record
Ability to View	
Ability to Update	Examiner, Technical Specialist
Definition	Operator name/address + lessee name/address + legal description + lease numbers + reason for elimination + date of elimination



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Information
Abbreviation	
Description	Information concerning units received from Case Recordation/ORCA.
Data Type	
Ability to View	All
Ability to Update	BLM
Definition	Unit identification + lessees name/address + operators name/address + legal description + date + comments

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Proposal
Abbreviation	
Description	Letter used by operators to begin the unitization process.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operators name/address + legal description + lease number + logical unit area + reason for unitization

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Termination Letter
Abbreviation	
Description	Letter used by the BLM to approve or disapprove a Unit Termination Request.
Data Type	Record
Ability to View	
Ability to Update	Technical Specialist, Examiner
Definition	Operator name/address + unit description + lease numbers + termination request + approval/disapproval

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit Termination Request
Abbreviation	
Description	Letter used by the operator to request a unit termination.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + unit description + lease numbers + termination request

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit and Records
Abbreviation	
Description	DFD interface involving Unit processing and Records.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Unit Elimination Letter + Unit Termination Letter + Unit Agreement + Gas Storage Letter + Unit Change Letter + Development Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit from Operator
Abbreviation	
Description	DFD interface from the Operator to Unit processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Paying-Nonpaying Well Determination + PA Proposal + Unit Change Request + Well Completion Report + Development Request + Gas Storage Request

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit from Operators
Abbreviation	
Description	DFD interface from the Operators to Unit processing.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	POD + P00 + Unit Termination Request + Monthly Report of Operations + Unit Proposal + Unit Agreement

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit to Operator
Abbreviation	
Description	DFD interface from Unit processing to the Operator.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Paying-Nonpaying Well Letter + PA Letter + Gas Storage Agreement + Development Letter



# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Unit to Operators
Abbreviation	
Description	DFD interface from Unit processing to the Operators.
Data Type	Aggregate
Ability to View	
Ability to Update	
Definition	Unit Termination Letter + Unit Elimination Letter + POD Letter + POO Letter + Unit Agreement + Logical Designation Letter + Unit Change Letter

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Update Information
Abbreviation	
Description	Information from an application or lease entered into Case Recordation/ORCA.
Data Type	Record
Ability to View	
Ability to Update	Adjudication, Accounting
Definition	Lessee/applicant name/address + serial number + legal description + acres + county + state + case type + action codes

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Well Completion Report
Abbreviation	WCR
Description	Report used by the operator to inform the BLM that drilling is completed, and its status (producing, shut-in, temporarily abandoned, dry hole plugged and abandoned, etc. BLM uses the WCR, amount other things, to determine if a CA is necessary.
Data Type	Record
Ability to View	
Ability to Update	Operator
Definition	Operator name/address + legal description + lease number + well number + well status

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Winner's Update
Abbreviation	
Description	The names of the winning (priority) applicant.
Data Type	Record
Ability to View	Wyoming SIMO Office
Ability to Update	Wyoming SIMO Office
Definition	State + parcel number + priority applicant name/address + batch sequence number + identification number + agent number

# DATA DICTIONARY AND CROSS REFERENCE LIST

Data Name	Withdraw Notification
Abbreviation	
Description	Lessee reinstatement or BLM administrative error may cause a parcel to be withdrawn from the SIMO list. All money, including application fee, will be returned to the applicant.
Data Type	Record
Ability to View	
Ability to Update	Adjudication, Wyoming SIMO Office
Definition	Request to withdraw + serial number + parcel number + refund request

# DATA DICTIONARY AND CROSS REFERENCE LIST

Abbreviation	APD
Data Name	Application for Permit to Drill
Abbreviation	CF
Data Name	Case File
Abbreviation	D and O
Data Name	Deficient and Outstanding Report
Abbreviation	D/O
Data Name	Designation of Operator
Abbreviation	FAN
Data Name	Final Abandonment Notice
Abbreviation	INC
Data Name	Notice of Incidents of Noncompliance
Abbreviation	NIA
Data Name	Notice of Intention to Abandon
Abbreviation	NOS
Data Name	Notice of Staking
Abbreviation	PEV
Data Name	Pre-Sale Estimate Value
Abbreviation	POD
Data Name	Plan of Development
Abbreviation	POO
Data Name	Plan of Operation
Abbreviation	SRA
Data Name	Subsequent Report of Abandonment
Abbreviation	SRP
Data Name	Serial Register Page
Abbreviation	TWPALL
Data Name	Township All Record
Abbreviation	WCR
Data Name	Well Completion Report